



POLL WORKER TRAINING

NOVEMBER GENERAL ELECTION

OCTOBER 7 - NOVEMBER 3, 2020

Maricopa County Elections Department

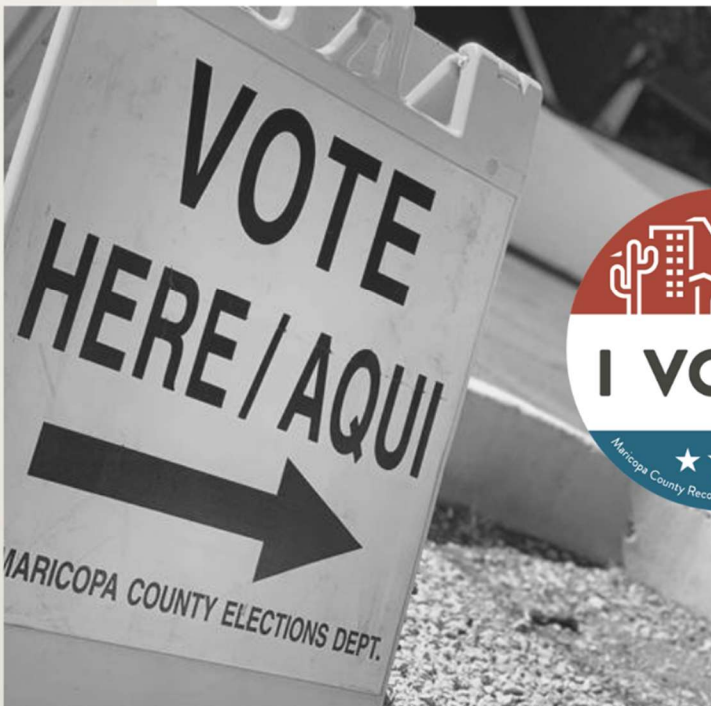


Table of Contents

Section One	1
General Information	1
Poll Worker Contacts	3
Voter Contacts.....	5
Training Resources.....	6
Current Election Information	7
COVID-19 and the Current Election	8
Laws Affecting Elections	9
Voter Registration	11
Federal-Only Voters.....	12
Permanent Early Voter List (PEVL)	13
Section Two.....	14
Poll Worker Information	14
Preparing For the Election	14
Voting Location Guidelines	15
Voting Location Team	16
Support Team.....	17
When to Call the Hotline.....	18
Observers	19
Customer Service.....	21
Helping Every Voter	22
Disability Awareness.....	23
Language Assistance	25
Safety at the Polls.....	26
Polling Place Event/Information Report.....	28
Section Three.....	29
The Equipment	29
Electronic Equipment.....	29
Other Equipment	32
Envelopes and Bubble Pack	33

Paper Supplies	34
Seals	35
Exterior Signage.....	36
Interior Signage	37
Section Four	39
Set Up the Voting Location	39
Set Up Checklist (Vote Centers/BODs)	41
Set Up Checklist (Voting Locations/No BODs)	42
Assemble the MoFi	43
Set Up SiteBooks	44
Login to the Ballot on Demand Printer Systems	49
Load the Ballot on Demand Printers	50
Set Up the Affidavit Printer.....	54
Load the Affidavit Printer	55
Set Up the Accessible Voting Device	56
Test the Accessible Voting Device	60
Set Up the Voting Booths.....	63
Set Up the Tabulators	64
Section Five	67
Opening the Voting Location	67
Opening Checklist	67
Unlock SiteBooks and Test Print	68
Clocking In	70
Set Up Exterior Signage.....	71
Open the Accessible Voting Device	73
Reporting Wait Time.....	74
Section Six	75
Checking in Voters	75
Identification to Vote a Standard Ballot.....	76
Identification and Voting	77
Checking in Voters - ID that Scans	78

Checking in Voters-ID that does not Scan/No ID	82
Checking in Voters - Accessible Voting Device.....	88
Common Questions - SiteBooks	90
Challenged Voter	91
Section Seven	92
Updating Voter Registration	92
Updating Voter Registration	93
Section Eight.....	101
Voting.....	101
The Voting Process - After Check-In	101
The Ballot	102
Folding the Ballot.....	103
The Accessible Voting Device	105
Provisional Voting.....	107
Curbside Voting	110
Emergency Voting.....	111
Spoiling a Ballot.....	112
Section Nine	113
Nightly Closing.....	113
Accessible Voting Device Nightly Procedure	113
Nightly Closing Checklist	114
Section Ten	115
Election Day.....	115
Election Day Checklist.....	115
Open the Tabulators.....	116
Standard Ballots and Control Slips	119
Monitoring the Tabulators.....	120
Section Eleven	122
Election Night Only	122
Inspector/Judge Closing Checklist	123
Delivery Drop Off Checklist	124
Marshal Closing Checklist	125

Clerk/Voter Registration Clerk Closing Checklist	126
Inspector - Close the Tabulators	127
Pack the Black Bag	130
Pack the Clear Bubble Pack	131
Close the Accessible Voting Device	133
Pack the Accessible Voting Device	134
Clock Out/Close SiteBooks	136
Pack SiteBooks/MoFi	137
Shut Down Ballot on Demand Systems/Printers	139
Pack the Yellow/Green Bags	140
Break Down the Voting Booths	141
APPENDICES	142
Supply List	142
Poll Worker Duty Cards.....	144
Precinct Ballot Report Sample	149
FAQs	151
Wait Time Reduction Plan.....	153
Index	158

Section One

General Information

Mission

The mission of the Maricopa County Elections Department is to provide Maricopa County voters with accessible, reliable, secure, transparent, and efficient election services to build public confidence and trust in the election process.

Vision

Our vision is to promote a culture of service, continuous improvement, accountability, collaboration, and integrity in every action, strategy, objective, and election process.

Introduction

As a Poll Worker, you play a critical role in offering accessible, secure, reliable, transparent, efficient voting opportunities in your communities and throughout Maricopa County. We **thank you** for your dedication and participation in the electoral process and the service you provide to Maricopa County voters.

Working a voting location requires long hours, patience, training, practice, and dedication to providing best in class customer service. We value your contributions. The Election Department is committed to supporting and providing our Poll Workers with the resources, training, and information you need to have a successful and positive experience serving democracy.

We welcome you to the Maricopa County Elections Department and are confident you will have a rewarding experience serving the voters of Maricopa County.

Rey Valenzuela and Scott Jarrett

Co-Directors for the Maricopa County Elections Department



Poll Worker Contacts

Poll Worker Hotline

(602) 506-2010

The Hotline is for Poll Worker use only and should not be provided to the public. Call the Hotline number only after two (2) failed attempts to contact your Troubleshooter or for situations specifically mentioned in this manual.

Recruitment- Poll Worker Recruiters

April Snow	(602) 506-1519	asnow@risc.maricopa.gov
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Fred Lucero	(602) 506-3407	flucero@risc.maricopa.gov
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Recruitment e-mail **recruitment@risc.maricopa.gov**

Recruitment contact information is for Poll Worker use for questions relating to employment and payroll such as your position and your assigned location.

Training

Todd Townsend	Training Manager	(602) 506-5938
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Quinn Curtis	Training Coordinator	(602) 506-8109
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Lisa Spooner	Training Coordinator	(602) 372-5259
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Training e-mail **training@risc.maricopa.gov**

Training can address questions about this manual and other training materials such as those on our website, including questions relating to equipment and procedures.

The training e-mail is a valuable resource to have your questions answered.

Poll Worker Contacts, continued

Near the time you begin working, Inspectors will receive contact information for your Troubleshooter.

Your Troubleshooter is your main support throughout the election. Your Troubleshooter communicates frequently with the Maricopa County Elections Department and can report and resolve issues that you have, so communicate with them often.

Troubleshooter

Name:

Phone:

Voter Contacts

Voter / Public Information

(602) 506-1511

This number is for the Star Center at the Maricopa County Elections Department and is for public use.

Maricopa County Elections Department Locations

Phoenix Office (MCTEC)
510 S. 3rd Ave.
Phoenix, AZ 85003

Mesa Office
222 E Javelina Dr.
Mesa, AZ 85210

At Elections Department locations, voters can drop off mail-in ballots and get information, Poll Workers can attend training, and candidates are able to perform activities needed to run for office. Ballots are tabulated at the MCTEC office.

Internet Resources

BeBallotReady.Vote | TengaBoletaLista.Voto

BeBallotReady.Vote provides Maricopa County residents with a personalized voter dashboard that includes everything you need to know to make your vote count. Make changes to personal voter information, learn about upcoming elections, find voting locations, sign up for text alerts, and much more. It's a one-stop shop for voters unlike anything the County has provided before.

Maricopa.Vote

On the main website, Maricopa County voters can access a wealth of information and services. Voters can sign up for email and text alerts concerning elections, see frequently asked questions, and more.

Recorder.Maricopa.Gov

The Recorder's Office offers a variety of services. One of the most important of these is voter registration. New voters can find how to register to vote in Maricopa County from this website.



Training Resources

Whether you are new to elections or have worked them for years, it is important to review training resources. No two elections are the same, and keeping up with changes and new information is vital to your success.

Manual

Become comfortable with using this manual. There is a detailed table of contents and an index. The manual is your best tool before and on Election Day. Take it with you to your voting location. Manuals are frequently updated between elections as what is true for one election may not always be the true for another. Visit **Training.Maricopa.Vote** to access the most current version of the manual online.

Online Training and Internet Resources

You will be required to successfully complete online training. You will receive an e-mail with instructions for accessing the training. The e-mail will be from:

TheHUB@maricopa.gov

If you do not receive the link, check your spam or junk folder, or email Training for assistance:

training@risc.maricopa.gov

Our training website is located at **Training.Maricopa.Vote**, where you can find many resources to refresh your understanding of equipment and procedures.



Current Election Information

General Election

November 3, 2020

General elections occur every two years, always in an even year. These elections will include U.S. Federal, State, Legislative, County, and local offices that are up for re-election.

The general election is held between the nominees from the various primaries (as well as independent candidates), in which candidates are elected to office. The general election ballot can contain offices such as President of the U.S., U.S. Senator, U.S. House of Representatives, Corporation Commissioner, State Senator, State House of Representatives, justices and judges, and local offices.

The general election ballot may also contain propositions to be voted upon by the people.

Timeline

- The voter registration deadline is Monday, October 5.
- Some voting locations will open as early as Wednesday, October 7.
- The last day to vote early in person is Friday, October 30 by 5:00pm.
- Emergency voting begins at 5:00pm on Friday, October 30 and continues through 5:00pm on Monday, November 2. Emergency voting is available for voters who are experiencing an emergency that will keep them from voting on Election Day.
- Election Day is Tuesday, November 3. Voting locations are open from 6:00am to 7:00pm.

Starting Wednesday, October 7 through Election Day, voters can skip the lines by dropping off their mailed ballots at any open location listed at **Locations.Maricopa.Vote**. All ballots must be received by the Elections Department by 7:00pm November 3.

Write-In Candidates

Voters are able to cast votes for write-in candidates. However, the only write-in votes that will count are votes for candidates who filed official nomination paperwork at least 40 days prior to the election. Voters can view registered write-in candidates on the Maricopa County Recorder Office's website at CandidateList.Maricopa.Vote. This information must also be posted inside the voting location.

COVID-19 and the Current Election

Given the impact of COVID-19, it is critical that Maricopa County provide Poll Workers and voters with a safe and secure election.

Maricopa County is moving to a “vote anywhere” election model, complimented by 27 days of in-person voting, including evenings and weekends leading up to Election Day. Most Vote Centers will be open 10-14 days before Election Day, including weekends, to allow voters increased opportunities to vote before Election Day, hopefully reducing the number of visitors on Election Day and allowing more opportunity for physical distancing. The convenience voters will experience is in line with our mission to provide accessible election services.

All locations will implement heightened safety and cleaning measures designed in collaboration with the Maricopa County Health Department. Safety and cleaning measures include:

- **Physical distancing:** Voting locations will be large enough to allow for adequate physical distancing. Plans are to separate check-in stations, voting booths, tabulators, and areas for standing in line by at least 6 feet. Signage and markers will be used to implement physical distancing for voters when standing in line outside.
- **Protective safety supplies:** All voters will be offered gloves during the check-in and voting process and Poll Workers will be provided with face masks, face shields and gloves to wear while working at voting locations. No vented masks allowed.
- **Frequent cleaning and disinfecting:** Poll Workers will be asked to clean and disinfect high touch surfaces every 30 minutes. If a voter chooses not to wear gloves during check-in and while voting, those surfaces will be cleaned immediately after they are used by the voter.
- **Practicing good hygiene:** Poll Workers will be asked to monitor themselves for symptoms (e.g., cough, fever, chills, muscle pain, difficulty breathing, sore throat, loss of smell/taste) and to wash their hands frequently. In addition to hand sanitizer, we will also have facilities available for Poll Workers to wash their hands.

Staffing plans include hiring ten (10) Poll Workers for most Vote Centers to assist voters and maintain safety protocols.

Laws Affecting Elections

Numerous federal and state laws govern how elections are conducted. Title 16 of the Arizona Revised Statutes covers Elections and Electors. References to these statutes begin with A.R.S. §16. In odd years, the Arizona Secretary of State publishes an Elections Procedures Manual and provides required training to election department employees in Arizona counties. Below are some important laws for Poll Workers to understand.

The Voting Rights Act

The Voting Rights Act prohibits discrimination in voter eligibility, registration and voting location procedures. Under the Voting Rights Act, Poll Workers must protect a voter's right to a ballot in the language of their choice. In Maricopa County, that means providing English and Spanish assistance. Poll Workers must also avoid voicing personal opinions on language assistance.

Help America Vote Act

The Help America Vote Act (HAVA) requires that all individuals who visit a voting location be allowed to vote. Even if a voter appears to be ineligible, the voter **MUST** be allowed to vote a provisional ballot. HAVA also requires that voting systems provide voters the opportunity to spoil their ballot and receive another one if the voter has overvoted. Additionally, HAVA requires that there be at least one accessible voting device at every voting location that allows voters with a disability to vote independently.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals who have physical or mental disabilities and establishes requirements for access to the voting location and voting. These include parking availability, accessible ramps, and accessible voting booths. All voting locations in Maricopa County are evaluated using the Department of Justice's ADA checklist before being approved.

Proposition 200 (A.R.S. §16-579)

In 2004, Arizona voters approved ballot Proposition 200, which requires that before a person is allowed to register to vote for the first time in a county in Arizona, they must prove they are a United States Citizen.

It also requires that before a ballot cast at the polling place is counted, voters must show proof of their identity. In 2019, this law was changed to include in-person early voting.

Laws Affecting Elections, continued

Arizona v. Inter Tribal Council of Arizona

Arizona v. Inter Tribal Council of Arizona is a 2013 United States Supreme Court case which resulted from the passage of Proposition 200. This case decided that while Arizona could require the proof of citizenship for voters registering with state voter registration forms, it must also still accept federal voter registration forms. The result of this case has been the creation of a voter registration system with two branches, state and federal.

The first branch is for voters who have provided proof of citizenship regardless of whether they used the state or federal form. These voters are called full-ballot voters and are eligible to vote on all contests and issues on the ballot.

The second branch is for voters who have not presented proof of citizenship, but who are otherwise eligible. These voters are called federal-only voters and are only eligible to vote in federal contests. If an election involves federal contests, these voters will be issued a separate, federal-only ballot.

When a voter checks in at the SiteBook, an affidavit envelope or control slip will communicate which ballot that person requires. For more information on federal-only voters, see **page 12**.



Voter Registration

Deadline

The voter registration deadline is 29 days before an election. The deadline for the General Election is Monday, October 5, 2020. Voters must be registered to vote by this date to be eligible to vote.

Requirements

Individuals registering to vote for the first time in Maricopa County and wishing to vote on state candidates and ballot issues must first provide documentation that they are U.S. citizens.

For a person who is not registered, the most convenient method to prove citizenship is for the registrant to provide their full Arizona driver license number or non-operating ID number on their paper registration form OR by going to www.servicearizona.com and clicking on voter registration. Otherwise, voters can provide copies of their birth certificate, U.S. passport, or Naturalization Certificate.

These are provided to the Maricopa County Recorder's Office, who will determine if the documentation provided meets the citizenship requirements. Poll Workers do not have the responsibility of determining citizenship when helping a new voter register.

Address and Name Changes

At the voting location, voters will be asked to confirm or update their recorded address and name as part of the check-in process. There, a voter can change the name or address on record with proper identification. When a voter's new name or new address is entered in the SiteBook, the information is automatically updated in the voter registration system. There is no need to complete a separate form.

Updating the voter's address is important to ensure they receive the correct ballot with the contests and ballot measures in their precinct. If a voter is at a vote center, their precinct-specific ballot can be printed.

If a voter needs to change their mailing address, this cannot be done in the SiteBook. The voter can provide this update on a voter registration form.

For information on how to update voter names and addresses, see Updating Voter Registration section starting on **page 92**.


Federal-Only Voters

Arizona state law states that a voter must provide documentary proof of citizenship in order to vote a full-ballot, which includes state and local issues as well as federal. However, Arizona also accepts federal voter registration forms which require proof of identification, but do not require documentary proof of citizenship. If a voter does not provide documentary proof of citizenship, that voter is only eligible to vote on federal (Congressional and Presidential) contests.

During elections including federal contests, a federal-only ballot will be available that includes only those contests. When a federal-only voter checks in using the SiteBook, you will be alerted to provide that voter with a federal-only ballot. The federal-only voter may also vote using a “full” provisional ballot. However, when the Maricopa County Elections Department processes this voter’s provisional ballot, only the voter’s choices on **federal questions** will be counted as long as all other requirements are met.

A federal-only voter will become eligible to vote a full-ballot in all federal, state, county and local elections if he or she provides valid proof of citizenship to the County Recorder’s office at least five days prior to Election Day.

If the voter provides adequate documentation of citizenship by 5pm on October 29, 2020 and is otherwise eligible to vote in the election, their ballot will count. If you have a federal-only voter at your voting location who wants to become a full-ballot voter, provide them with the **Proof of Citizenship Instruction Sheet**.



PROOF OF CITIZENSHIP INSTRUCTION SHEET

HOW TO PROVIDE PROOF OF CITIZENSHIP

FOR YOUR BALLOT TO COUNT, Maricopa County Recorder/Elections office must receive Proof of Citizenship by 5:00 pm on the Thursday before Election Day.

Please provide one (1) of the following forms of acceptable proof of citizenship by fax, email, in person or by mail.

- The **number** of your Arizona Driver License or Non-Operating Identification (*must have been issued after 10/01/1996*)
 - Place License or Identification number here: _____; or
- A legible photocopy of your birth certificate, with your name clearly showing that verifies United States citizenship; or
- A legible photocopy of the pertinent pages of your United States passport; or
- A photocopy of your United States Certification of Naturalization; or
- The **number** of your Alien Registration Number (*number begins with the letter "A" which is on your Certificate of Naturalization*)
 - Place Alien Registration Number here: _____; or
- Bureau of Indian Affairs Card Number, Tribal Treaty Card Number or Tribal Enrollment Number
 - Place number here: _____

PRINTED NAME: _____ SIGNATURE: _____

PLEASE INCLUDE THIS FORM WITH YOUR PROOF OF CITIZENSHIP

Drop off or Mail to: 111 S 3rd Ave, Ste 102 Phoenix, AZ 85003 510 S 3rd Ave Phoenix, AZ 85003 222 E Javelina Mesa, AZ 85210 Email proof to: VoterReg@risc.maricopa.gov Fax proof to: (602) 506-3069

If you have any further questions, please contact our office at (602) 506-3118 or (602) 506-2557

Permanent Early Voter List (PEVL)

The Permanent Early Voter List, also called PEVL, is a valuable tool for Maricopa County voters to cast their ballots conveniently. Voters on the Permanent Early Voter List receive a ballot in the mail approximately 27 days prior to any election in which they are eligible to vote.

Add or Remove from List

If a voter indicates that they would like to be added or removed from the Permanent Early Voter List (PEVL, please have the voter fill out the purple Add/Remove from PEVL form in your supplies and place it in the Completed Forms Envelope.

If you run out of forms, complete a goldenrod Event Report (see **page 28**) with the following information:

- “Please ADD/ REMOVE me to/ from the Permanent Early Voting List”
- Voter prints full name (First, Middle, Last)
- Voter prints current residence address
- Voter prints date of birth (Month, Day, Year)
- Voter provides required signature
- Voter writes the date signed

ADD OR REMOVAL FROM THE PERMANENT EARLY VOTING LIST
AGREGAR O RETIRAR DE LA LISTA PERMANENTE DE VOTACIÓN TEMPRANA

Please ☐ **ADD** ☐ **REMOVE** my name from the Permanent Early Voting List.
Por favor ☐ **AGREGUE** ☐ **RETIRE** mi nombre de la Lista Permanente de Votación Temprana.

<hr/> PRINTED NAME / IMPRIMA SU NOMBRE	<hr/> RESIDENCE ADDRESS / DIRECCIÓN DE DOMICILIO
<hr/> DATE OF BIRTH / FECHA DE NACIMIENTO	<hr/> MAILING ADDRESS / DIRECCIÓN DE CORREO
<hr/> SIGNATURE/FIRMA	<hr/> DATE / FECHA

POLL WORKER—PLEASE PUT THIS FORM IN THE COMPLETED FORMS ENVELOPE

1/2020 ADD REMOVE FROM PEVL

Voters may sign up for PEVL online at BeBallotReady.Vote or at Recorder.Maricopa.Gov.

Section Two

Poll Worker Information

Preparing For the Election

Hours

Make arrangements to arrive at the voting location at your scheduled time, which you will receive from your Inspector. If you are unsure of your scheduled time, contact your recruiter.

On Election Day, make arrangements to arrive at the voting location by 5:30am. The voting location is open from 6:00am-7:00pm. Any voter in line at 7:00pm is eligible to vote, and then the polls must be closed using the closing procedures to ensure valid security. Please plan to stay and work until all tasks are completed.

Dress Code

As representatives of Maricopa County Elections, it is important to dress neatly. Clothing should be clean and appropriate for your position as the face of elections in our county. Clothing or accessories may not contain political messages or images. Jeans without holes and in good condition are satisfactory. Bring a warm layer (like a jacket) you can wear during cooler times of day. Comfortable shoes are a must!

Staying at the Voting Location

State law requires that you may not leave the voting location from your arrival to the time your work is finished for the day. Bring everything you will need for the day with you in the morning.

Food and Drink

You will be at the voting location for a long time and will not be able to leave the center for meals. The facility is not required to supply a refrigerator, coffeemaker, or other appliances. Pack snacks and foods that do not require refrigeration or reheating. Ordering food may be acceptable. Check with your Inspector first.

Appliances

Before bringing any electrical appliance, such as a coffeemaker or crockpot, consult with your Inspector. Inspector, consult with your Troubleshooter or facility contact.

Voting Location Guidelines



Smoking or E-Cigarettes

Smoking and e-cigarettes are not permitted in the voting location. If you are on a school campus, state law mandates the entire campus, including parking lots, are No Smoking Zones.



Firearms in the Voting Location

Even if the voter is properly licensed to carry weapons, citizens are prohibited from bringing weapons into a voting location (including within the 75-foot limit) according to A.R.S. §13-3102(A)(11). This does not apply to peace officers or members of the military in the performance of official duties.



Cameras in the Voting Location

In accordance with state statute, no cameras- still, video, or otherwise- are allowed in the voting location while the polls are open. This includes reporters and other media, who must stay outside the 75-foot boundary.



Cell Phones

Cellular telephones are permitted in the voting location for limited use by voters and Poll Workers. Place your phone on silent or vibrate. When voters are present, your phone should be out of sight unless you are speaking to the Elections Department.



Voting Booths

Voters have a right to a private space to complete their ballot. Verify booths are set up in a way that makes this possible.



Periodically check each voting booth to ensure no political material or trash has been left behind. This

includes any pens or pencils that are not election specific ballot marking pens.

~~Electioneering~~

Electioneering occurs when an individual verbally campaigns to influence a voter's vote and is prohibited within the 75-foot limit. Non-electioneering sites are voting locations that prohibit electioneering anywhere on their property, which may extend outside the 75-foot limit. Voters, however, may carry items into the voting location and wear clothing with any slogan or candidate, but may not verbally influence other voters. Visit the following web page for more information: https://recorder.maricopa.gov/pdf/PP_c_onduct.pdf.

Voting Location Team

Inspector: The Inspector is the location team leader and is responsible for ensuring all policies and procedures are followed and every voter is able to cast their ballot in private. This position delegates tasks to other Poll Workers, assists in clocking Poll Workers in and out, administers the Oath of Office, and provides assistance to voters. Assistance includes, but is not limited to, checking ID and assisting voters in using the Accessible Voting Device. The Inspector is responsible for the Delivery Drop Off Checklist (**page 124**) and ensuring the Results Memory Cards from the Poll Worker doors of each Tabulator are returned at the end of Election Day.

Judge: The Judge is the back up for the Inspector. Therefore, they aid in the same responsibilities as the Inspector such as verifying voter ID's and assisting voters. Judges also monitor the Envelope Drop Box.

Voter Registration Clerk: The role of the Voter Registration Clerk is to update voter name and address changes in real time using the SiteBook. In addition, they assist the Judge and Inspector in checking identification as needed.

Marshal: The Marshal is tasked with keeping order in the voting location. This includes, but is not limited to, maintaining proper signage, assisting with curbside voting, monitoring and reporting voter wait time, and announcing the opening and closing of the polls. On Election Day, the Marshal will monitor the tabulators.

Clerks: Clerks ensure that the affidavit printer is properly stocked with paper and Affidavit Envelopes, and that the Ballot on Demand (BOD) Printer is loaded properly with ballot paper. Clerks select the correct ballot based on the printed Control Slip or Affidavit Envelope and hand it to the correct voter. For provisional voting, they ensure the Provisional Receipt, envelope, and ballot have the correct BOD codes. For any voters receiving an Affidavit Envelope, the Clerks fold the ballot in the shape of a "W" and ensure the voter signs and dates the Affidavit Envelope. Multiple Clerks will be at the voting location and will rotate in performing other functions such as sanitizing frequently touched surfaces, monitoring and reporting voter wait time, walking the line throughout the day to direct voters with early ballots out of line to the Envelope Drop Box, and directing voters who have difficulty standing to the front of the line.

Support Team

Troubleshooter: The Troubleshooter is the Inspector's first point of contact for questions or issues. Your Troubleshooter is responsible for assisting with any problems and verifying that procedures are being followed. They assist in resolving voter and equipment issues, clearing paper jams, and serve as the liaison between the Elections Department and the voting location. The Troubleshooter must be notified if the Inspector needs to leave the site for any reason. Please attempt to contact your Troubleshooter twice before contacting the Hotline.

T-TECH: T-Techs provide in-field mobile technical support for the voting equipment. They will be deployed if Hotline and or Troubleshooter assistance is insufficient.

Hotline: The Hotline staff provides additional support when your Troubleshooter cannot be reached.

Ballot Courier: During the early voting period, the Ballot Courier will be visiting the voting location on a regular basis to collect ballots that accumulate in the Envelope Drop Box. The Inspector and the Ballot Courier will sign a chain of custody form for this ballot transfer. The Ballot Courier may also collect other items such as completed forms and test prints. A team of Ballot Couriers will also resupply voting locations with cleaning supplies and fulfill restocking requests as needed.

You may see your Troubleshooter and possibly a T-TECH multiple times throughout the day. Check the identification of ALL support staff every time they enter your voting location. All support staff will have a badge.

Do not let ANY unauthorized person touch the voting equipment.

When to Call the Hotline

There are many reasons a Poll Worker may need to call the Hotline at (602) 506-2010.

Absent Poll Worker – If a Poll Worker has not arrived within 15 minutes of scheduled time, the Inspector must call the Hotline.

Inspector is not able to open or close a voting facility – If for some reason the Inspector cannot gain access to the facility or the facility cannot be closed, the Inspector must call the Hotline.



Lost facility keys – If the facility has provided the Inspector with a key or Facility Access Badges and either item has become lost or stolen, please report immediately to the Hotline.

The Troubleshooter cannot be reached by cell phone – The Inspector will call the Hotline if the Troubleshooter cannot be reached by cell phone after a reasonable amount of attempts have been made (*two phone call attempts approximately 1 minute apart when URGENT assistance is needed*).

Power outage at the facility – If the facility loses power, please report to the Hotline immediately.

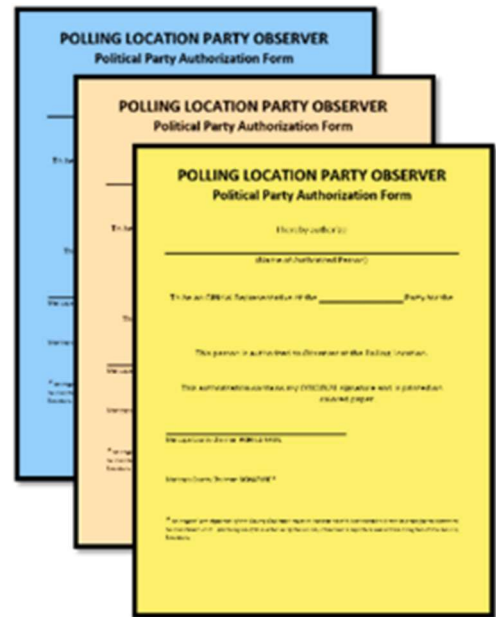
An accident or injury has occurred with a worker or voter – For serious injuries, *contact 911 before attempting to contact the Hotline*.

Long Lines – If the voter wait time in line exceeds 30 minutes, contact the Hotline.

Poll Workers may also call the Hotline concerning any emergency situation, especially those that may impact voter access, which cannot be immediately corrected by Poll Workers or the Troubleshooter.

Observers

Political party observers may be present throughout Election Day. Observers perform a valuable function by ensuring Maricopa County provides the greatest service to voters as possible. Observers will be carrying a letter. Democrat letters will be on blue colored paper, Republican on salmon colored paper, and Libertarian on yellow colored paper. Official political party observers that have letters with the original County Party Chairman's signature may enter the polling place to observe voting activities.



If an observer arrives at the voting location, the Inspector should:

- Welcome the observer and thank them for their service
- Instruct them that they can observe operations, but must maintain at least 6 feet of physical distance from voters
- Work with the observer to find a few optimal locations in the vote center that allow for observation without impeding the flow of operations
- Call the Hotline at 602-506-2010 to log the occurrence

By statute, observers **are** permitted to:

- Direct questions to the Inspector or Troubleshooter
- Hand write notes
- Hear all instructions from the Inspector, Troubleshooters, and officials
- Observe assistance given to voters
- Watch for anyone influencing voters, tampering with equipment, or inequitably applying laws and procedures

By statute, observers **are not** permitted to:

- Speak to voters or Poll Workers other than the Inspector within the 75-foot limit
- Record or photograph activities within the voting location
- Wear clothing or accessories relating to a political party or candidate
- Enter a voting booth except to mark their own ballot
- Interfere with or disrupt the voting process

Observers, continued

If an observer is engaging in behavior that interferes with or disrupts the voting process or violates one of the rules above:

- In a respectful manner, inform the observer of the actions or behavior that is not acceptable
- Call the Hotline at 602-506-2010 if the behavior persists
- Work with the Hotline on how to proceed with either removing the observer or changing their behavior

Occasionally, observers come from the U.S. Department of Justice and/or other official government agencies that are allowed to observe voting activities. These individuals will have an official badge. Allow these observers to speak with any Poll Worker or voter.

If you have ANY questions about whether someone can legally remain within the 75-foot limit, call your Troubleshooter immediately.

Customer Service

You are the face of the election to voters, and it is critical that you treat all voters with courtesy and respect. Due to your important role, conduct yourself in a professional manner that ensures fair and impartial elections for all. The way that you conduct yourself as a Poll Worker directly affects voters' experiences at the polls.

General Guidelines

- Give every voter a friendly greeting in a timely manner with a wave and eye contact.
- Remain calm and neutral in all circumstances.
- Listen carefully and be patient. It is helpful to listen completely to a voter and to take a moment to validate the voter's concern before addressing the issue.
- Keep noise to a minimum inside the voting location. Loud talking and other noises may make it difficult for voters to concentrate.
- **Do not** discuss candidates or issues regardless of whether or not they are on the ballot. Topics related to the ethnicity, culture, religion or gender of any person are also not appropriate.
- Poll Workers **can** discuss how to accommodate voters, and you are encouraged to ask the voter questions if you are unsure how to help.



Helping Every Voter

ALL voters deserve courteous and respectful attention in exercising their right to vote regardless of race, ethnicity, gender expression, and physical or language ability. Some voters have physical, mental and/or language barriers they may have to overcome with Poll Worker assistance.

Voters may bring any person of their choice to assist them in the voting process as long as that person is not his or her employer or union leader or a candidate listed on the ballot. The voter should identify the person who he or she wishes to assist them. Voters may, at their discretion, be assisted by two Poll Workers of different political affiliations.

When Assisting a Voter:

Ensure that all of these activities are carried out by a board of two Poll Workers of different political affiliations.

- Speak loudly enough to be heard, but not so loudly that the voter's privacy is violated. You are not required to take the voter to another room or other area to complete the process.
- Distinctly state to the voter the names of all candidates for each office or the written description of the propositions and ask the voter how he or she wishes to vote in each instance.
- Mark the ballot indicating the voter's choices.
- Do not attempt to influence the voter's choices, including attempting to explain issues on the ballot and giving personal opinions or advice.

Disability Awareness

Guidelines

Many disabilities are not visible. Take people at their word. An accommodation request should never be followed by a challenge to a person's disability status.

- Don't assume any person needs assistance.
- Wait until your offer is accepted. Then listen for instructions.
- Don't be afraid to ask questions if you are unsure of how to assist.
- Be patient. Take as much time as is necessary. Every voter is important.
- Treat adults as adults. Address people with disabilities the same way you address anyone else.
- Afford voters with disabilities the same privacy as other voters.



Voters Who Use Wheelchairs/ Mobility Assistance

- Don't touch someone's wheelchair or mobility device without permission.
- Do not ask any person to carry things on their wheelchair.
- If a ramp has been provided at the voting location, check throughout the day to make sure it has not shifted away from the threshold.

- Ensure signage indicates the way to the entrance for voters with disabilities.
- If a voter is not able to come into the voting location, curbside voting is available. (See **page 110.**)



Voters with Hearing Disabilities

- If you are wearing a mask and a voter has difficulty understanding you, please be sure to utilize pen and paper to communicate.
- Do not relate hearing loss or inability to vocalize to cognitive ability.
- Speak directly to the voter (not the companion).
- Speak clearly using short and simple sentences. Do not raise your voice.
- Rephrase rather than repeat your statements. Different words are heard and understood better than others.
- Have a pad of paper and pen handy for communicating.
- Keep your hands and other objects away from your mouth and do not chew gum. Many people with hearing impairments rely on lip reading to understand others.



Voters with Disabilities Which Impact Speech and Language

- Do not relate inability to vocalize to cognitive ability.
- Just because a person cannot express themselves verbally, do not assume they cannot understand you.
- Ask the voter to repeat what he or she said and repeat it back to be sure you understand correctly.
- Try to ask questions that require a short answer or nod of the head.
- Have a pad of paper and pen handy for communicating.
- Do not speak for the voter or attempt to finish the voter's sentences. Be patient and allow the voter to finish their statement.



Voters with Visual Disabilities

- Identify yourself to the voter and tell him or her where you are.
- Offer your arm rather than taking the voter's arm.
- Notify the voter if you leave them.
- If you are offering the voter a seat, ask if you may place the voter's hand on the back of the chair so they are able to locate the seat.
- Be descriptive when giving directions. Often voters with a visual disability are oriented to the clock. Example: "the ballot box is at your 11 o'clock, 3 feet ahead of you."

Voters with Intellectual Disabilities

- Treat the person as an adult.
- Be patient, flexible, and supportive.
- Take time to understand the voter and make sure the voter understands you.
- Try to limit distractions and keep things simple. Take one task at a time.
- Offer assistance completing forms or understanding written instructions.
- Provide extra time for decision-making.
- Be sure signage is posted designating where to start and how to mark the ballot.



Service Animals

- Many people with disabilities use service animals.
- Service animals should always be admitted into the voting location.
- Petting or touching a working service animal is not appropriate.
- Many service animals wear a special vest or scarf but it is NOT required.
- If a voter states an animal is a service animal or other variety of companion animal, do not question them.
- If any animal presents a threat to health or safety within the polling location, offer curbside voting.

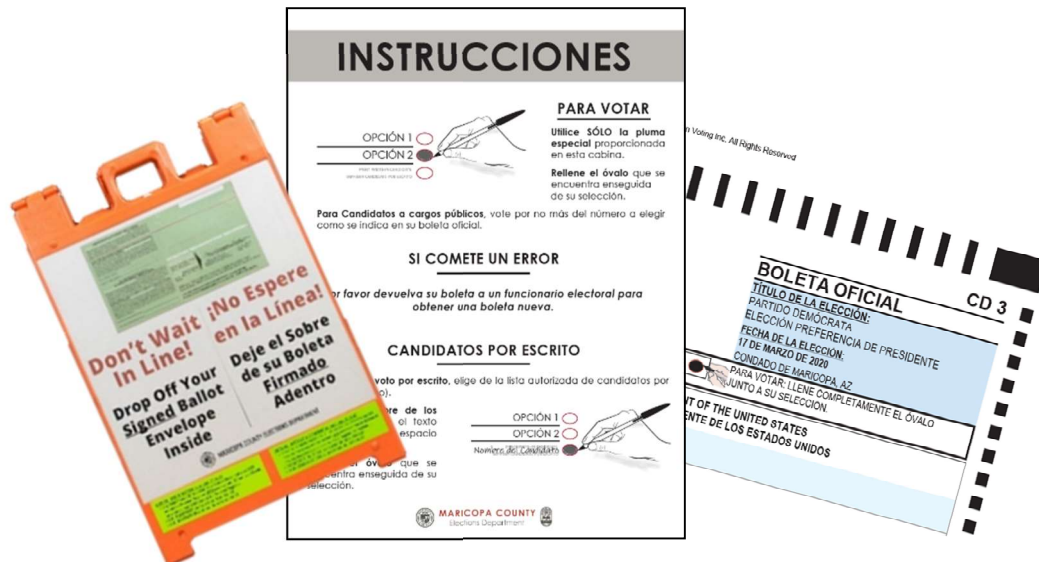
Language Assistance

Section 203 of the Voting Rights Act requires that voters who need language assistance receive it at the polls and at every stage of the electoral process. Maricopa County is legally obligated to provide language assistance and materials in Spanish.

Language assistance is provided in a number of ways:

- Ballots and signage are in both English and Spanish.
- SiteBook check-in is available in English and Spanish.
- Voter instructions are posted in the booth in both English and Spanish.
- Many Poll Workers are fluent in both English and Spanish to ensure a positive experience for every voter. If needed, you are able to call the Hotline at 602-506-2010 for a bilingual staff member to speak directly with the voter.

NOTE: It is the responsibility of every Poll Worker to protect the voter's right to a ballot in the language of their choice. Maricopa County is required to provide voting materials in both English and Spanish. Failure or refusal to make all ballot styles available to voters will be grounds for dismissal and removal of your name from the list of prospective citizens to serve as a Poll Worker in future elections. Just as it is unacceptable to discuss candidates or issues on the ballot, Poll Workers must refrain from voicing any personal opinion on language assistance.



Safety at the Polls

Injuries



Reasonable safety precautions need to be taken in the voting location. Please ensure the following steps are taken at your site:

- Keep walkways free of debris, chairs, and extension cords.
- Call 911 for any situation requiring emergency treatment. Afterwards, notify the Hotline at 602-506-2010.

Protective Gear

- Poll Workers will be provided with masks, face shields, and gloves as a condition of employment.
 - Masks are to be worn unless eating, drinking, or taking a break outside.
 - Poll Workers are welcome to wear their own masks; however, masks with vents or other holes are not allowed by the Maricopa County mask mandate.
 - When voters are present, face shields and gloves must be worn in addition to masks.
- Voters will be offered masks (if needed), gloves and hand sanitizer to use as they choose.

Cleaning Procedures



When voters have been present, clean your voting location **once every 30 minutes**. If a voter has declined the use of gloves, clean surfaces after the voter has finished touching them and prior to another voter's use.

- **Clean frequently touched surfaces**
 - Put on gloves and use sanitizing wipes or disinfectant spray and paper towels to wipe down frequently touched surfaces such as tables, voting booths, pens, ballot marking sharpies, counters in bathroom facilities, and door knobs/handles.
 - Throw wipes, paper towels and gloves away in the facility trash cans after each use. These items should never be flushed down a toilet.

Safety at the Polls, continued

- **Clean SiteBooks and voting equipment**

- Clean multiple SiteBook screens with a sanitizing wipe or paper towels sprayed with disinfectant spray. Let sit for one minute, then dry the screens with a paper towel. **Do not spray cleaning solution directly on to the SiteBook screen.**
- With another sanitizing wipe or sprayed paper towel, clean the Accessible Voting Device touch screen and ATI controller, let sit for one minute, then dry the screen with a paper towel.
- Throw wipes, paper towels and gloves away in facility trash cans after each use.

- **Check cleaning supplies every 3 hours**

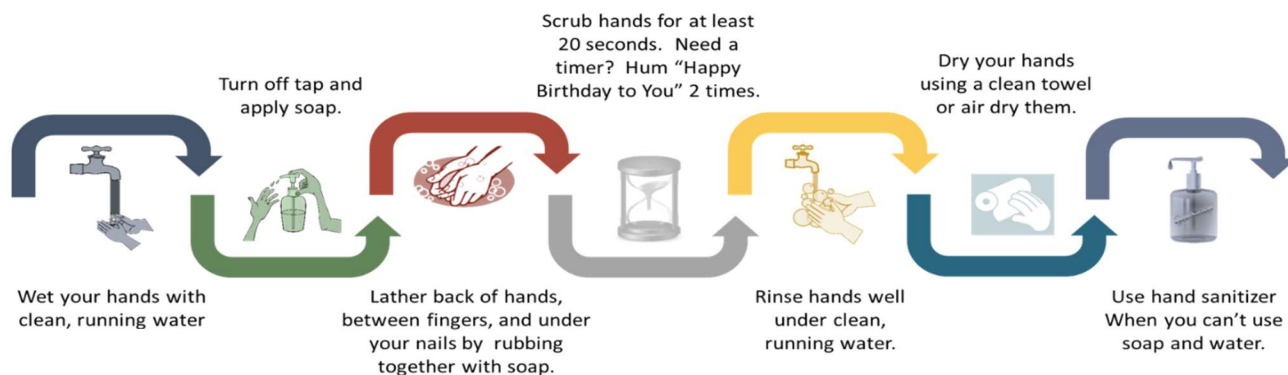
- Check to ensure hand sanitizer, wipes, disinfectant spray, paper towels, masks, gloves and tissues are well stocked. Notify the Inspector if your location is running low. The Inspector will complete a Physical Inventory with the Ballot Courier each day for supplies to be delivered the next day, and can contact the Troubleshooter if needed immediately.
- Ensure trash is not overflowing.

Tips for Staying Healthy

- Observe physical distancing guidelines and recommend voters to do so as well.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze either with a tissue or your elbow. Throw any used tissues in the trash immediately.
- Provide friendly greetings, but avoid shaking hands with voters.
- Wash your hands frequently for at least twenty seconds or use an alcohol-based hand sanitizer.

If you feel sick, please alert your recruiter immediately and do not report to the voting location.

Handwashing



Polling Place Event/Information Report

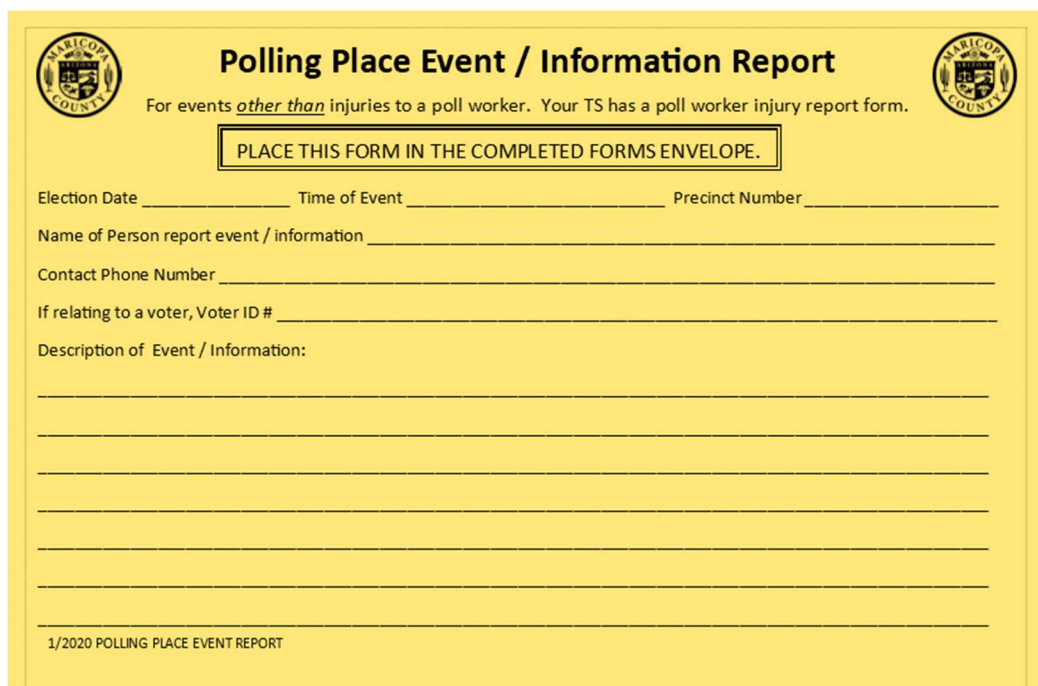
The Inspector will call the Poll Worker Hotline to report any injury, incident, or unusual event that happens at your site. If a Poll Worker is injured at your site, ask your Troubleshooter for the correct injury form and information from their manual.

For Life Threatening Emergencies, First Call 911, then Call the Hotline.

Poll Worker Hotline 602-506-2010

Goldenrod Event/Information Report

Poll Workers will have the Goldenrod Event/Information Report in their supplies at each voting location. Use the form to document any incident, injury, or event that happens at the voting location. This form is also used for auditing purposes post-Election Day.



The form is titled "Polling Place Event / Information Report" and features the Maricopa County seal on both sides. It includes a header for events other than injuries to a poll worker, a box indicating where to place the form, and several fields for reporting an event: Election Date, Time of Event, Precinct Number, Name of Person, Contact Phone Number, and Voter ID. A large section for the description of the event is provided at the bottom.

POLLING PLACE EVENT / INFORMATION REPORT

For events other than injuries to a poll worker. Your TS has a poll worker injury report form.

PLACE THIS FORM IN THE COMPLETED FORMS ENVELOPE.

Election Date _____ Time of Event _____ Precinct Number _____

Name of Person report event / information _____

Contact Phone Number _____

If relating to a voter, Voter ID # _____

Description of Event / Information:

1/2020 POLLING PLACE EVENT REPORT

Section Three

The Equipment

Electronic Equipment

SiteBooks

Each voting location will be equipped with multiple SiteBooks. Voters will use these touch screen terminals to check in. Once checked in, the SiteBook will determine the correct ballot for each voter and will communicate this to the printer system where the voting materials will be printed. The SiteBook will also be your tool for clocking in and out, issuing provisional ballots, and reissuing ballots to voters who have made errors on their ballots and have had them officially spoiled. The SiteBook is also used to report wait times.



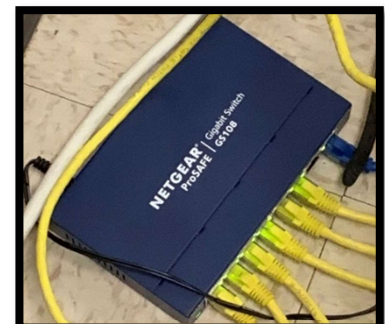
MoFi Router

Each voting location will have at least one MoFi router which allows the SiteBooks to communicate with the Elections Department and the Ballot on Demand Printer systems. The MoFi provides a secure connection to the Elections Department VPN, not an internet connection. No election equipment from Maricopa County is connected to the internet for security reasons.



Switch

Each voting location may have at least one switch to connect the Ballot on Demand Printer systems and SiteBooks to the MoFi router. Network cables are connected to the switch.



Printers

Up to three Ballot on Demand (BOD) Printers may be at your voting location. These printers communicate with the SiteBook check-in terminals to print the voter's specific ballot. There are three varieties of BOD printers: Oki, Lexmark, and Mini. They all perform the same functions.

The BOD Printer system includes an affidavit printer that will print the voter's affidavit envelope as well as provisional receipts. The Mini BOD is the exception, as it will print ballots, envelopes, and other documents without a separate affidavit printer. **Voting locations that will only be open on Election Day may have BODs or may have preprinted ballots and one affidavit printer to print other voter materials.**

The BOD Printer system also contains a laptop either on the top right (Oki), on a sliding tray that pulls out (Lexmark), or next to it (Mini). A password to this computer will be available when you begin working. Two applications will be open on the monitor throughout the day, which communicate with the SiteBooks in order to print the ballots. These applications are self-sufficient and do not require your input to function.

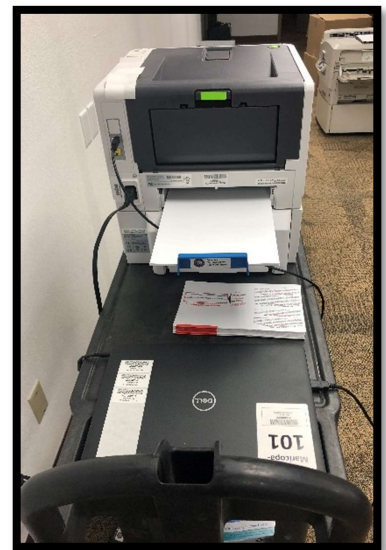
When loading the BOD Printer with blank ballot paper, insert approximately half an inch of paper at a time. Let the tray completely empty before refilling the paper. Otherwise the printer may jam.



Oki Printer System

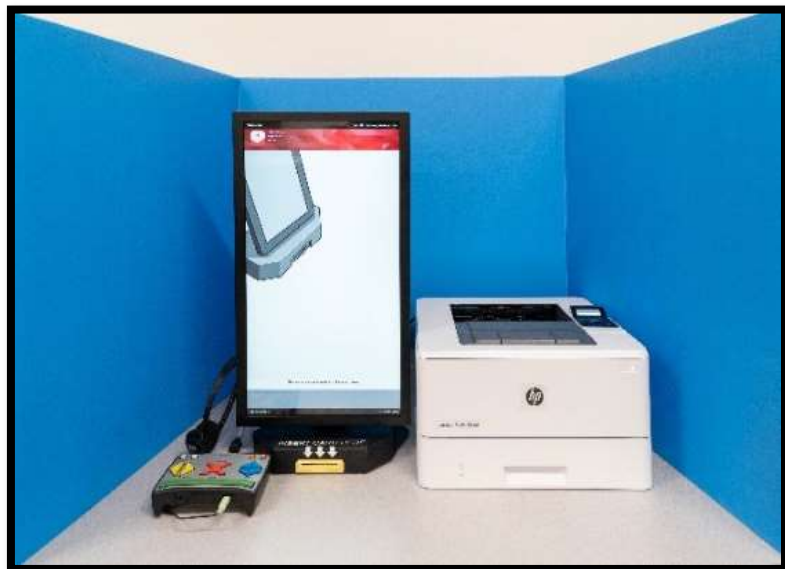


Lexmark Printer System



Mini Printer System

Accessible Voting Device (ICX)



Each location will be equipped with one Accessible Voting Device including a touch screen, printer, Audio Tactile Interface (ATI) controller, headset and privacy screen. The Accessible Voting Device provides a wide variety of accommodations to voters.

The Accessible Voting Device is activated by the Poll Worker Card, which is the responsibility of the Inspector. The card is inserted chip first with the image of a key face up into the base of the touchscreen.



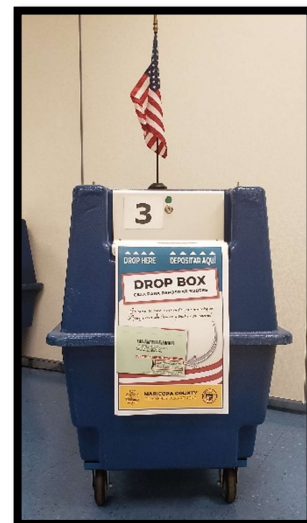
Tabulator (ICP2) (Election Day only)

Each voting location will be equipped with two (2) tabulators. On Election Day, voters will insert standard ballots directly into these devices for tabulation. Note: Provisional Ballots and Early Ballots cannot be read by the tabulators. Ensure set up the night before Election Day.

Other Equipment

Envelope Drop Box

The Envelope Drop Box is for ballots sealed in envelopes, including early/emergency ballots and provisional ballots. During the early and emergency voting periods, a Ballot Courier will pick up ballots daily. At the end of Election Day, Poll Workers will transfer envelopes to blue transport boxes to be delivered to the receiving site.

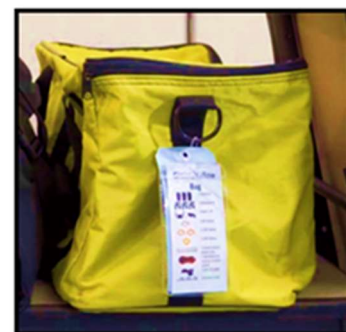


Voting Booths

The voting location will have multiple voting booths, including a red wheelchair accessible voting booth. The black leg extenders for the front legs of the wheelchair accessible voting booth are located with other supplies. (See Supply List in the Appendix on **page 142.**)

Yellow or Green Bags

These bags contain supplies for the SiteBooks and other equipment. See the Yellow/Green Bags Inventory List in the Appendix on **page 143** for a complete list of contents.



Black Ballot Bag

This black bag is used to transport voted ballots and Results Reports/Totals Tape #2 from the tabulators to the receiving site after closing at the end of Election Day.

Envelopes and Bubble Pack

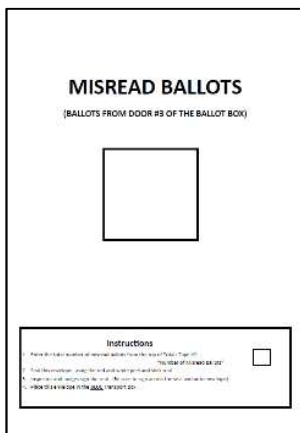
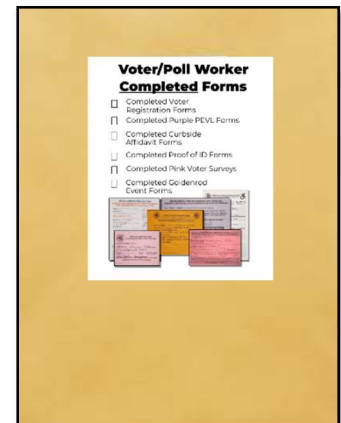
Clear Official

Place spoiled ballots, spoiled envelopes, and spoiled test prints in the Clear Official. This will be sealed with a red and white seal signed by the Inspector and Judge. Affix a voting location label or hand write the location on this envelope.



Completed Forms Envelope

Place all completed forms such as voter registration forms, goldenrod event forms, and PEVL add or remove forms in the Completed Forms Envelope. (See Supply List in the Appendix on **page 142** for forms.)



Misread Ballots Envelope

Place misread ballots from Door #3 of the tabulators and loose ballots from the Envelope Drop Box in this envelope at the end of Election Day. These ballots still need to be tabulated when returned to the Elections Department. Affix a voting location label or hand write the location on this envelope.



Bubble Pack

This clear bubble pack will hold three (3) items from each tabulator at the end of closing on Election Day: Poll Worker Results Memory Cards, Inspector's wristlet with keys, and Results Reports/Totals Tape #1 (see **page 131**).

Paper Supplies

Ballots

Ballot paper for printing voter specific ballots will be provided to voting locations with Ballot on Demand (BOD) Printer systems. Locations without BODs will be provided with preprinted ballots.

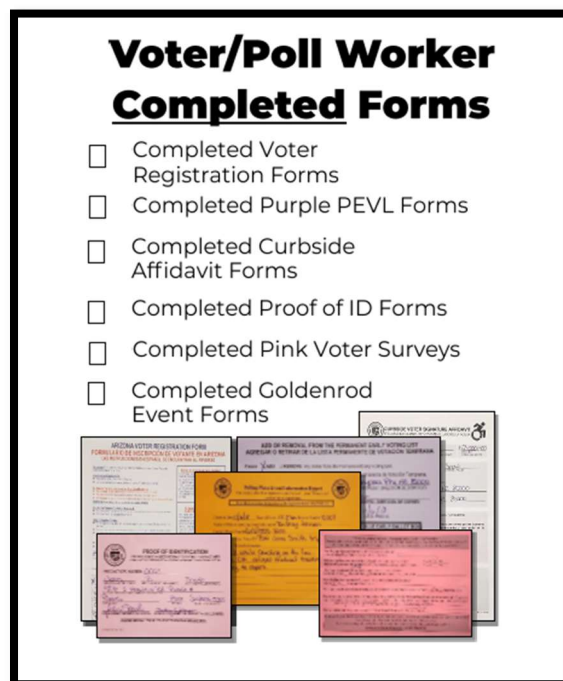
Each voting location will also be supplied with paper specifically for the Accessible Voting Device printer. This paper is heavier than standard computer paper and used to print completed ballots from the Accessible Voting Device. Please be sure to separate this paper and reserve it only for use in the Accessible Voting Device printer.

Other Paper Supplies

Be sure to familiarize yourself with all of the supplies on the Supply List in the Appendix on **page 142** and all of the forms given to you prior to opening your voting location.


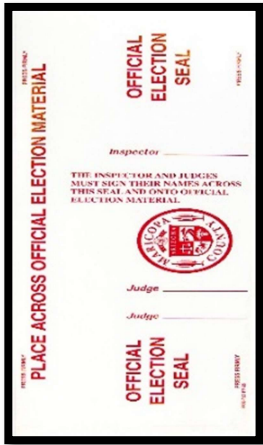

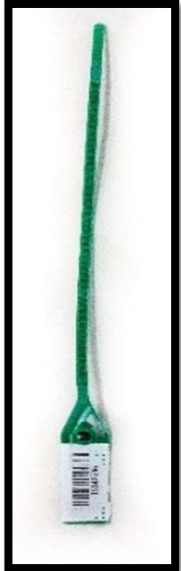
- Curbside Voter Affidavits
- Proof of Identification
- Voter Registration
- Purple Add/Remove from PEVL
- Pink Voter Surveys
- Poll Worker Interest
- Goldenrod Event/Information

Place completed forms inside the Completed Forms Envelope.



Seals

Seals add security to our election process and ensure that important documents and equipment, such as ballots or tabulators, have not been tampered with.

Tamper Evident Seal	Envelope Seal	Box Seal	Zip Tie Seal
			
<p>When removed, this seal reads “void” across it. If one of these seals must be removed while polls are open, contact the Hotline at 602-506-2010 for permission.</p>	<p>These seals are used to seal envelopes such as the Clear Official and Misread Ballots.</p>	<p>This seal is used to close the ballot box.</p>	<p>These seals are used to seal important documents, data, and containers which are transporting ballots.</p>

Exterior Signage

Note: Poll Workers are responsible for setting up exterior signage in the morning at the voting location and bringing it in at closing.



Vote Here



Have Your ID Ready



Envelope Drop Off Instructions



75-Foot Limit Triangle



Curbside Voting

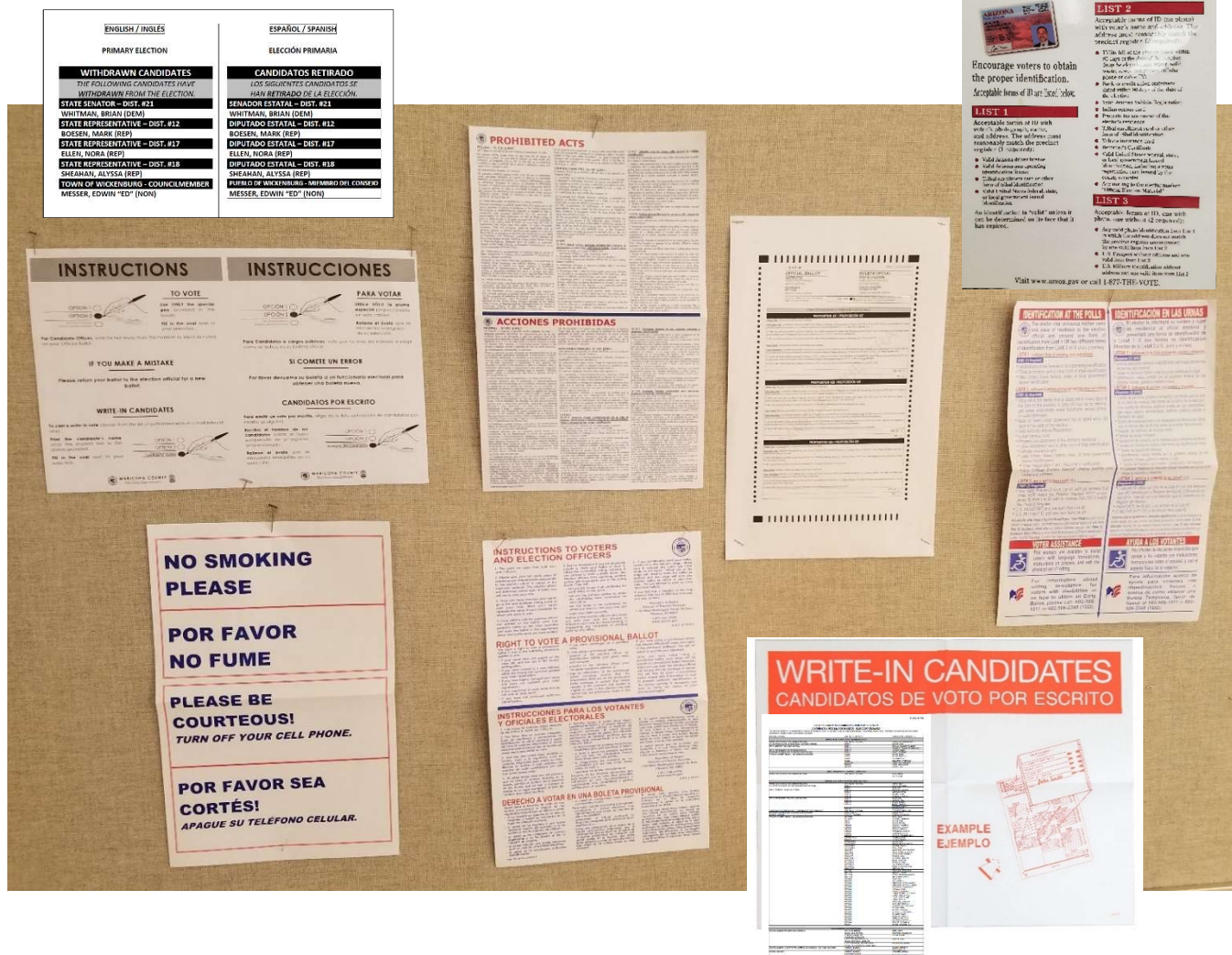


Accessible Voter Entry Arrow

Interior Signage

Place these signs in a prominent place inside the voting location and read them to be familiar with their contents. In many cases, these can be posted on set up day.

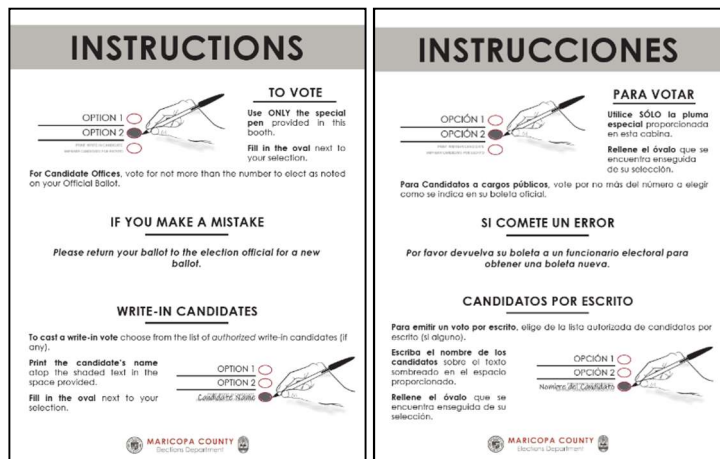
- Write-in Candidates and Withdrawn Candidates signs should be posted where they can be seen by voters from the voting booths
- Instructions to Voters and Elections Officers/Right to Vote a Provisional Ballot
- Voting Instructions (also post in each Voting Booth)
- Prohibited Acts
- Sample Ballot Available on Request
- State of Arizona Identification at the Polls
- Identification at the Polls
- No Smoking/Cell Phone



Interior Signage, continued

Voting Booth Ballot Instructions

Place in each voting booth



Wait Here For Next Available Terminal

Place six feet before first SiteBook



Red Vote Arrow Signs

Post in the morning to direct voters



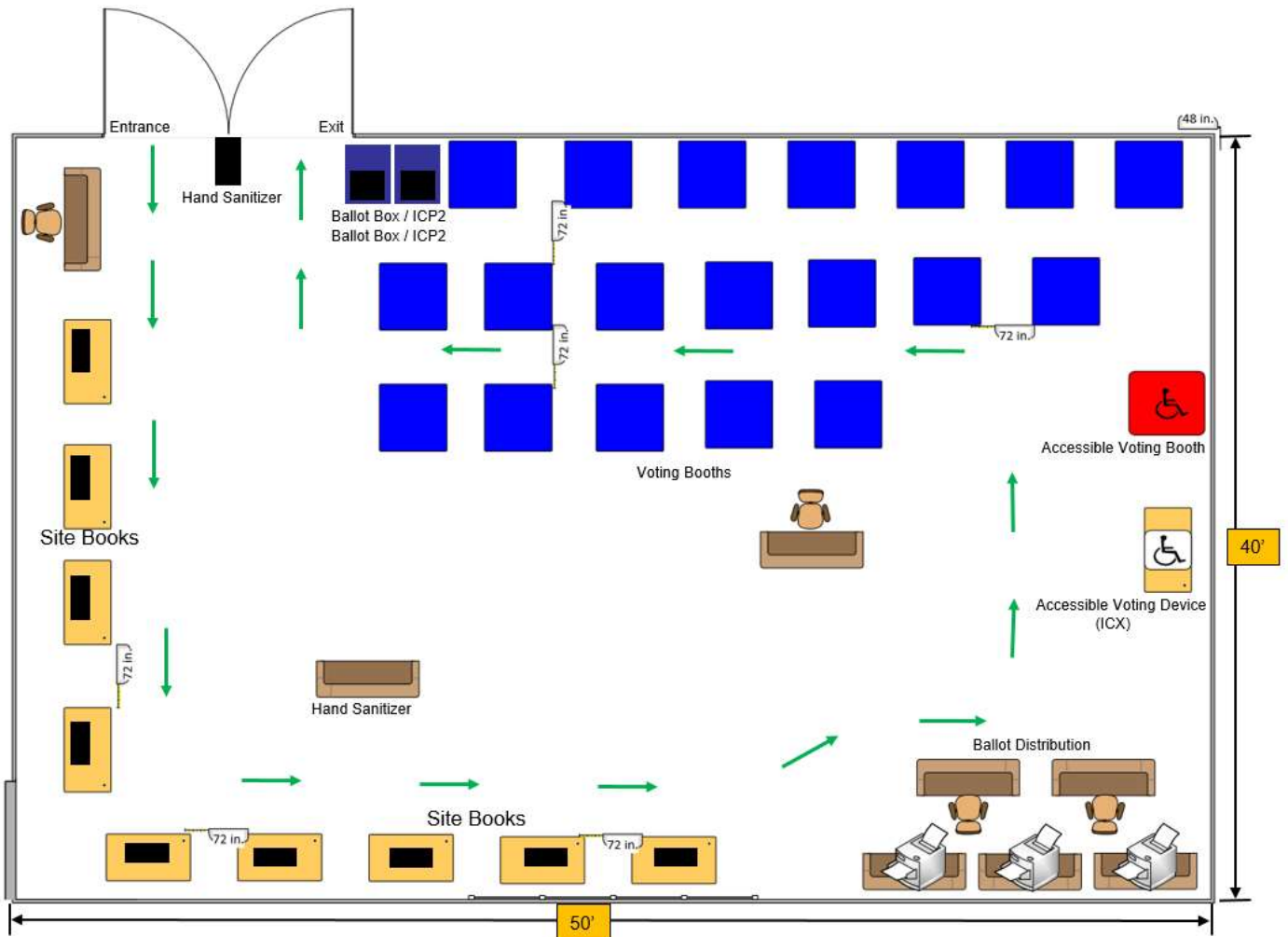
Pick Up Your Ballot Here Signs

Post on table at Ballot Pick Up Area



Section Four

Set Up the Voting Location



- Before your voting location opens, you will be contacted with a day and time for setting up the location. Plan around two hours for set up.
- The layout above serves as a general guideline and may be adjusted depending on dimensions of the room and access points. You may have more or less equipment at your voting location than what is shown here.
- A team from Maricopa County will set up the Ballot on Demand (BOD) Printer systems and layout equipment in its general location prior to full set up as it will be more difficult to move later.

Set Up the Voting Location, continued

- Poll Worker Teams should plan on assisting with equipment set up.
- Printers should be out of the way and near the Clerk's location ensuring they do not present a tripping hazard.
- Ensure the SiteBooks can be clearly seen or actively direct voters toward them when they enter to vote.
- The area around Voting Booths should not be high traffic areas except for those completing ballots. Provide voters with as much privacy as possible.
- The area surrounding the accessible voting booth and Accessible Voting Device should be kept clear for any voters with mobility equipment such as wheelchairs.
- Set up should allow for six (6) feet of physical distancing for voters using equipment and waiting in line. Use tape on floors to mark lines 6 feet apart wherever voters may be waiting in lines (SiteBooks, Ballot Pick Up, Envelope Drop Box, Tabulators, etc.)
- Hand sanitizer and gloves should be available for voters at or near the door.
- The Envelope Drop Box should be near the entrance/exit door of your location. Consider separate entrance and exit doors if the location can accommodate.
- Tabulators are indicated in the layout as ICP2. These will not be set up completely until the day before Election Day as they will **only** be used on the day of the election. These will be located near the exit as well.

Please do not attempt to move any equipment after set up without calling the Hotline at 602-506-2010 for approval and guidance.

Set Up Checklist (Vote Centers/BODs)

Use the following checklist to make sure you fully set up your Vote Center. Items on the checklist do not necessarily need to be completed in this order. If you need assistance, contact the Poll Worker Hotline at 602-506-2010.

- ☐ Meet your Poll Worker Team, review this checklist, and discuss where each person can best help with set up. **Visit Training.Maricopa.Vote for helpful videos.**
- ☐ Take inventory of the supplies. **See Supply List on page 142.** Unlock and remove the top of the Envelope Drop Box (with no tabulator on top) as it may contain supplies or equipment.
- ☐ Once the layout is determined, set up the Voting Booths per instructions on **page 63** to ensure voters will be at least 6 feet apart. Tape Voting Instructions in each booth with the masking tape.
- ☐ Set up a table with all the forms and documents.
- ☐ Set up a table near the entrance with hand sanitizer and gloves for voter use.
- ☐ Post Interior Signage. **(See page 37)** If there is Interior Signage to be posted outside of the room, such as arrows, wait until opening morning to post them.
- ☐ Set up the Accessible Voting Device and test it. **(See pages 56-62)**
- ☐ Assist County employees with equipment setup as needed. They will focus on setting up the BODs, MoFi(s), Switches and Network Cables.
- ☐ Set up the SiteBook tables to ensure SiteBooks will be at least 6 feet apart.
- ☐ Set up the SiteBooks and secure to tables with combo locks. **(See pages 44-46)**
- ☐ Once everything is connected to power and the MoFi, login to the BOD laptops and applications (password required), and load printers. **(See pages 49-55)**
- ☐ Set the site location on each SiteBook using the site badge, run test prints on each SiteBook, and lock each SiteBook before leaving. **(See pages 47-48)**
- ☐ On the day prior to Election Day, set up the Tabulators. **(See page 64)**

Set Up Checklist (Voting Locations/No BODs)

Use the following checklist to make sure you fully set up your Polling Place. Items on the checklist do not necessarily need to be completed in this order. If you need assistance, contact the Poll Worker Hotline at 602-506-2010.

- ☐ Meet your Poll Worker Team, review this checklist, and discuss where each person can best help with set up. **Visit Training.Maricopa.Vote for helpful videos.**
- ☐ Take inventory of the supplies. **See Supply List on page 142.** Unlock and remove the top of the Envelope Drop Box (with no tabulator on top) as it may contain supplies or equipment.
- ☐ Assemble the MoFi. **(See page 43)**
- ☐ Set up and load the Affidavit Printer. **(See pages 54-55)**
- ☐ Set up the SiteBook tables to ensure SiteBooks will be at least 6 feet apart.
- ☐ Set up the SiteBooks and secure to tables with combo locks. **(See pages 44-46)**
- ☐ Set the site location on each SiteBook using the site badge, run test prints on each SiteBook, and lock each SiteBook before leaving. **(See pages 47-48)**
- ☐ Set up the Tabulators. **(See page 64)**
- ☐ Set up the Accessible Voting Device and test it. **(See pages 56-62)**
- ☐ Set up the Voting Booths to ensure voters will be at least 6 feet apart. **(See page 63)** Tape Voting Instructions in each booth with the masking tape.
- ☐ Set up a table with all the forms and documents.
- ☐ Set up a table near the door with hand sanitizer and gloves for voter use.
- ☐ Post Interior Signage. **(See page 37)** If there is Interior Signage to be posted outside of the room, such as arrows, wait until the morning of Election Day to post them.
- ☐ Affix voting location labels to the Clear Official, Completed Forms, and Misread Ballots Envelopes. Voting location labels will be found in the Inspector's packet. If you do not have these, be sure to write your location on these envelopes.

Assemble the MoFi

1. Plug in the **Power Strip** to wall outlet.
2. Remove the **MoFi** components from the clear bubble pack.
3. Using the red dots on the MoFi, screw in a **paddle antenna** on each side of the MoFi. Bend up both antennas so that they are standing upright (like bunny ears).



4. Plug one end of the MoFi **power cord** into the power strip and the other end into the MoFi.
5. You will know you are fully connected when the light over the world icon is lit green and is no longer flashing (**may take up to 5 min**).



Once the MoFi is fully connected, you can begin networking other equipment to it such as switches, SiteBooks, and printers by connecting them with the yellow network cables.

Set Up SiteBooks

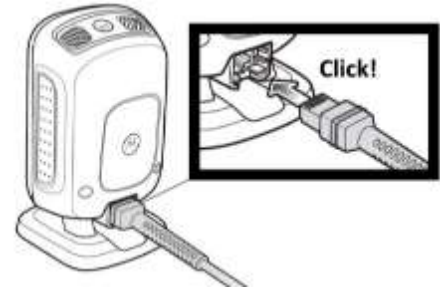
Assemble SiteBooks

1. Gently place the **SiteBook Case** face down (flat side down) on a table.
2. Remove the **power cord** from the zippered pouch and unlock all four clasps. If the power cord is not in the zippered pouch, check the Yellow/Green Bags.
3. Open the flaps and remove the **SiteBook** from its case. **Note:** One person lifts the terminal while the other removes the terminal case.
4. Undo the strap on the power cable and plug the cable into the **power strip**.
5. Take the **yellow network cable** and plug it into any port in the back of the **MoFi** or a **Switch** that is connected to the MoFi.



Set Up SiteBooks, continued

6. Plug the **GRAY cable** into the backside of the scanner making sure you hear it click into place.



7. Lift the **kick stand** on the back of the SiteBook and stand up the SiteBook.



8. Using the Velcro on the screen, place the **scanner** on the **top right corner**.



9. The SiteBook should automatically boot up. If it does not, press and hold the power button on the bottom right side of the SiteBook until the light turns on.
10. Repeat steps 1-9 with the other SiteBooks.

Secure SiteBooks

To secure the SiteBooks, attach a combo cable lock to the table and to the SiteBook at that table. Repeat for each SiteBook at each table.

1. Run one **cable lock** through the table leg and support as shown.



2. Slide the lock end through the small looped end and pull it tight.

3. Locate the small hole on the back of the SiteBook monitor. Press and hold the black button on the top of the lock with the yellow side facing out and visible and insert the small end of the lock into the hole.



If the lock is not on the right code, the button will not depress. Enter this number on the yellow side of the lock.

4. Release the black button to engage the lock. Using your thumb and forefinger, scramble the code on the lock.
5. Verify that the lock is secured.

Set the Site Location on SiteBooks

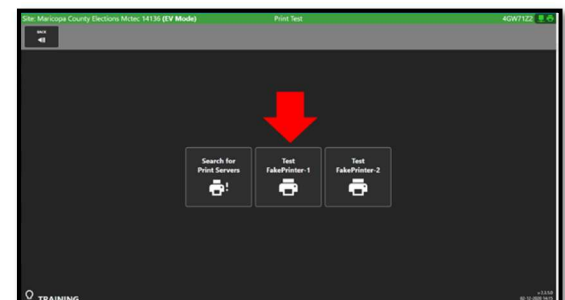
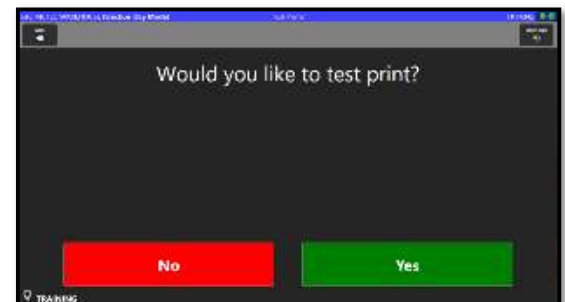
1. Verify that the facility number and name on your Site Badge matches the location where you are working.
2. Using the scanner on the top right of the SiteBook, scan the **Site Badge**.
3. If this is the correct location for where you are working, touch the **YES** button.

If it is incorrect double check the location number on the Site Badge and call the Hotline at 602-506-2010.



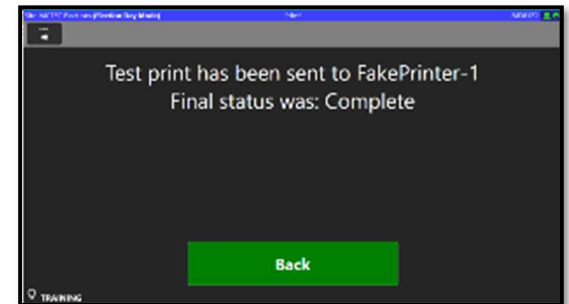
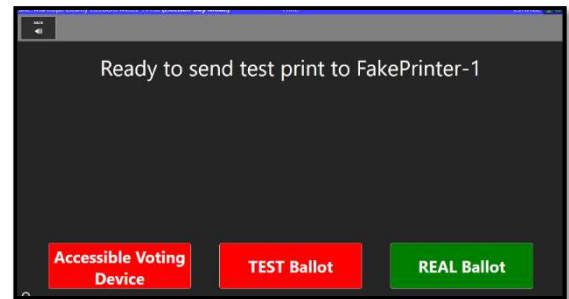
SiteBook Test Print

1. The screen will ask if you would like to test print. Select **YES**. Proceed with the following steps to Test Print.
2. Select the **printer**.



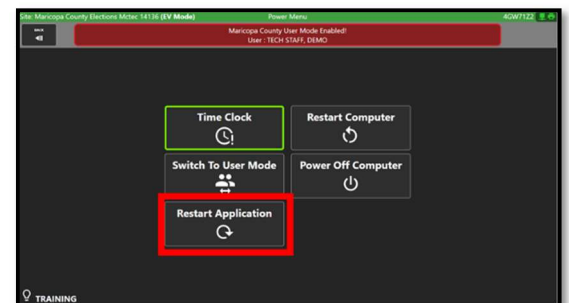
Set Up SiteBooks, Test Print, continued

3. **Submit** test prints for both red buttons: Accessible Voting Device and Test Ballot.
4. Once test prints are completed, press the **back button** once and respond **No** to test printing.
5. Repeat steps 2–7 on all SiteBooks for all printers.
6. **SPOIL** all test prints and place them in the **Clear Official**.



Lock All SiteBooks

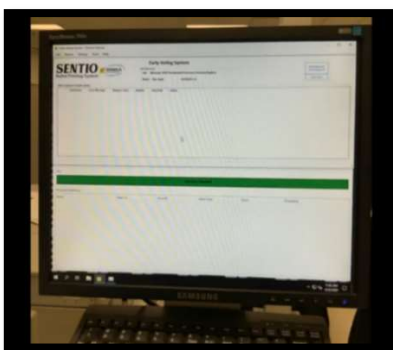
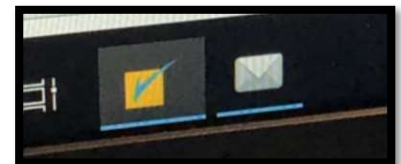
1. Touch the **Power** button on the top right of the screen.
2. Scan your Site Badge.
3. Touch **Restart Application** to lock the SiteBook for the night.
4. Repeat steps to lock all SiteBooks.



Login to the Ballot on Demand Printer Systems

Once the Ballot on Demand (BOD) Printer Systems are set up by Elections Department employees (see **page 30** for pictures of BODs after set up), the Inspector will login to the monitors connected to each printer, wait for the applications to launch, and login to the Sentio Ballot Printing System before performing test prints.

1. Login to each monitor with the Inspector login and 4-character password you were provided.
2. The two applications will automatically open when you login to the monitors. Once they are open, login to the Sentio Ballot Printing System with the same Inspector login and 4-character password.
3. The Early Voting System application icon looks like a gold box with a blue checkmark and the Envelope Printing System application looks like an envelope. Ensure only one instance of each application is open. If more instances are open, voter materials may print multiple times.
4. Once logged in, the monitor will look similar to this one.



Please do not close the applications, log off/shut down the monitors, or power off the printers unless directed. Once the BODs are up and running properly, they will remain on until the end of Election Day, November 3.

Load the Ballot on Demand Printers

There may be up to three Ballot on Demand (BOD) printers at the voting location. The BOD printer will use information transmitted by the SiteBook during a voter's check-in process to print the voter's specific ballot.

The Oki will have a wireless keyboard. If the keyboard is not responding when attempting to login according to instructions on the previous page, try the on/off switch at the back of the keyboard.

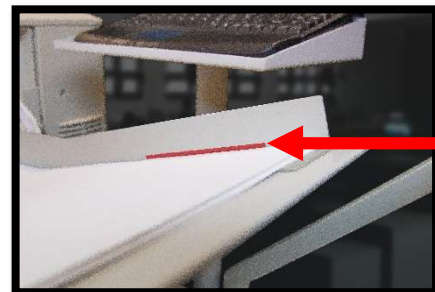
Loading the Ballot Paper- Oki

When adding ballot paper to the printer, take these precautions to avoid printing complications.

1. Before adding ballot paper to the printer, remove any existing ballot paper and allow the paper feed ramp to drop. See image below and to the left.
2. Never exceed the red fill line located on the ballot paper feed tray on the right-hand side of the BOD printer. See image below and to the right.
3. The paper tray will automatically raise to the height necessary once ballot paper is placed.
4. Ensure that the guides on either side of the tray are flush with the paper to prevent printing crooked ballots.



Paper feed ramp



Paper fill line

Load the Ballot on Demand Printers, continued

Loading the Ballot Paper- Lexmark

When adding ballot paper to the printer, take these precautions to avoid printing complications.

1. Before adding ballot paper to the printer, remove any existing ballot paper.
2. Never exceed about a half inch of paper.
3. Ensure that the guides on either side of the tray are flush with the paper to prevent printing crooked ballots.
4. Please use corrugated plastic ballot guides, which sit on top of the Lexmark ballot feed tray.



Load the Ballot on Demand Printers, continued

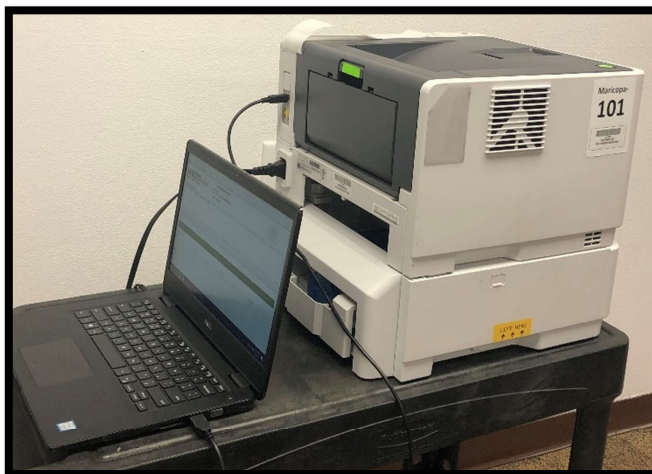
Loading the Mini BOD

The Mini BOD is an all-in-one printer that will print ballots, envelopes, and other voter materials.

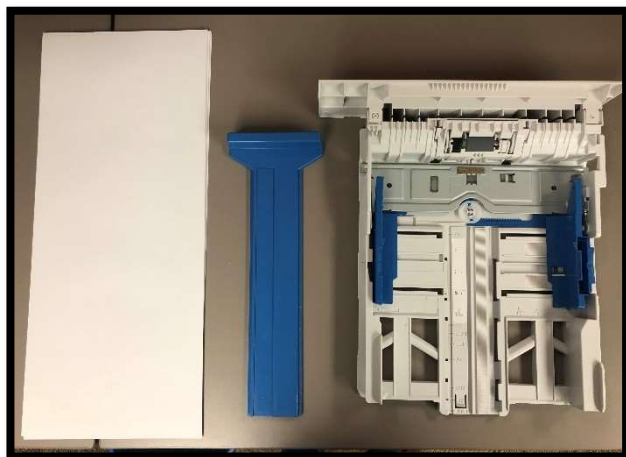


The bottom of the Mini contains the paper drawer for printing provisional receipts and control slips.

To load regular paper: Gently pull out the bottom drawer, load it with regular paper, and gently push it back in place.



The top of the Mini is separate and is stacked on top of the bottom. The top contains the paper drawer for the ballot paper. For the drawer to accommodate longer ballot paper, a blue extender must be used. There will be an indicator on one side of the drawer showing where the extender should line up when connected.

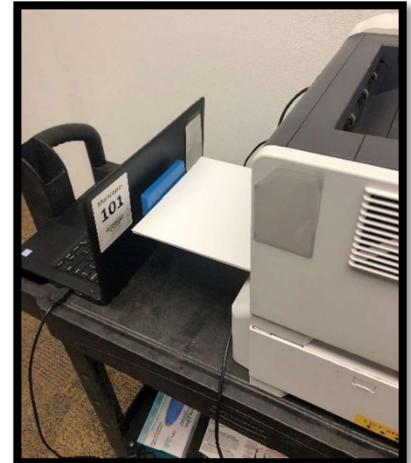


Loading the Mini BOD continues on the next page.

Load the Ballot on Demand Printers, continued



To load ballot paper: Gently pull the drawer labeled “BALLOT” completely out of the printer, lay it on a flat surface, place a half inch of ballot paper in it, gently insert it back into the printer, and gently push it until it clicks into place. The drawer will extend out through the other side of the Mini BOD as shown in the image to the right.



To load envelopes: Open and extend the front door flap for the envelope tray and load 10 envelopes in the direction indicated on the green sticker. Adjust the guides to the width of the envelopes. Do **NOT** open the back door flap. All documents, including envelopes, will exit through the top of the Mini BOD printer. **Please note that this is different than on the affidavit printer.**

To print ballots: Guides will be added to the top of the printer to keep longer ballots on the printer. Ballots will print double-sided. The first side of the ballot will print and will almost completely exit the top of the printer. Then, it will be pulled back into the printer to print the other side of the ballot. Do **NOT** remove the ballot from the printer until the printer stops printing and the ballot fully exits the printer.



On Election Day, ballots printed with excessive curl may jam when submitted to a tabulator. If this occurs, gently roll the paper in the opposite direction of the curl to flatten the ballot prior to giving to the voter.

Important: Ensure the intake and exhaust fans are unobstructed on both sides of the printer (see red oval in picture on one side of printer). If these fans are obstructed, the printer may overheat and give an error code.

Set Up the Affidavit Printer

1. Insert the **power cord** into the back of the affidavit printer.
2. Plug the other end into the **power strip**.
3. Using the **25-foot yellow network cable** from the duffle bag, plug one end into the affidavit printer and one end into the MoFi.
4. Press and hold the **power** button on the front of the affidavit printer for a few seconds to turn it on. The printer shown is already on as the light is green.



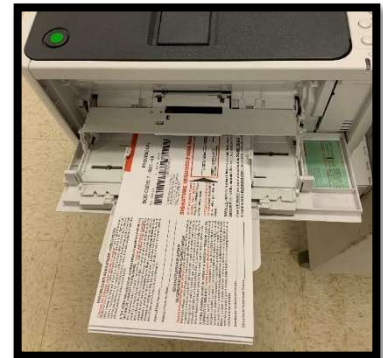
Load the Affidavit Printer

The affidavit printer can work alone or as a part of the Ballot on Demand (BOD) printer system to print envelopes and provisional receipts. Standard paper, loaded in the bottom tray, is used to print provisional receipts and control slips. The paper exits from the top of the printer. Envelopes, loaded from the front, will print out the rear of the printer to the back flap. **Please note that this is different than the Mini BOD printer.**

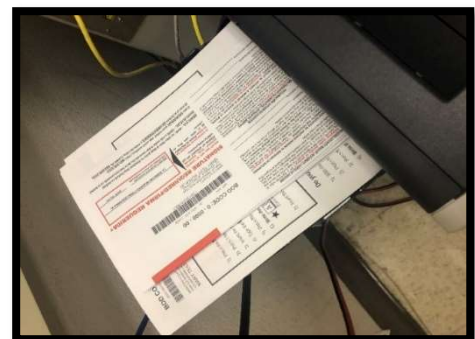
To load paper: Open the drawer beneath the front flap. Place half a package of regular paper in the drawer. Gently push the drawer closed. Be careful not to overfill paper, as this will cause the printing process to be slower.



To load envelopes: Open the **front door flap** of the affidavit printer and place 10 envelopes in the tray using the green sticker on the right side for guidance. Adjust the guides to the width of the envelopes. Envelopes must be loaded facing the correct direction so that the voter's name and barcode print correctly. Start with blank envelopes (no voter name or barcode) and load them with the black arrow pointing to the signature box toward the printer as shown below.



To print envelopes: Open the **back door flap** of the affidavit printer when setting up the printer. Envelopes will be less likely to jam. **As a reminder, do not open the rear flap on the Mini BOD.**



Set Up the Accessible Voting Device

All procedures are followed with TWO (2) people.

Verify that you have these three (3) items:



**Accessible Voting Device
Rolling Bag**



**Accessible Printer
Rolling Bag**



**Accessible Voting Device Controller Bag
(stored inside the printer bag)**

The large bags will have seals that must be verified on the Precinct Ballot Report (PBR).
If your Inspector does not yet have the PBR, place broken seals inside the bags for later access.

Accessible Voting Device Touchscreen

1. With TWO (2) people, lay the Accessible Voting Device rolling bag on the floor with the zipper panel facing up. Unzip the bag.
2. The Accessible Voting Device will be wrapped in foam and plastic. Together, lift the entire unit out of the bag and place on table.
3. Remove the power cord from the bag.



Set Up the Accessible Voting Device, continued

4. Stand the Accessible Voting Device on the table and carefully remove the foam protectors one at a time, then the plastic bag cover.



5. Place the foam and plastic back into the rolling bag, zip the bag up, and set aside.



6. Plug the Accessible Voting Device power cord in the bottom right of the rear of the screen base. Plug the other end into a power strip or wall outlet. The screen will automatically begin booting up after about 30 seconds. If not, unplug it, wait 2 minutes, and plug in again.



Accessible Voting Device Printer

1. Place the **rolling printer bag** on the floor with zippered panel facing up and unzip.
2. Remove **controller bag** and **power cable** and set aside.
3. Unstrap the Velcro and remove printer from bag.
4. Place printer next to the **Accessible Voting Device Touchscreen**.



Set Up the Accessible Voting Device, continued

5. From the back of the Accessible Voting Device Touchscreen, plug the **BMD cable** into the **top port** on the back of the printer.
6. Plug the **printer power cable** into the back of the printer and then into the **power strip**. The printer will automatically begin booting up.
7. Position the printer so that the Accessible logo is facing forward.



Accessible Voting Device ATI Controller

1. Remove the Accessible Voting Device ATI Controller and Headset from the audio bag.
2. From the back of the Accessible Voting Device, plug the cable labeled **USB ATI** into the ATI Controller. The tab on the cord will face down.
3. When it is fully connected you will hear a click and see a flashing green light where you plugged it in.



Set Up the Accessible Voting Device, continued

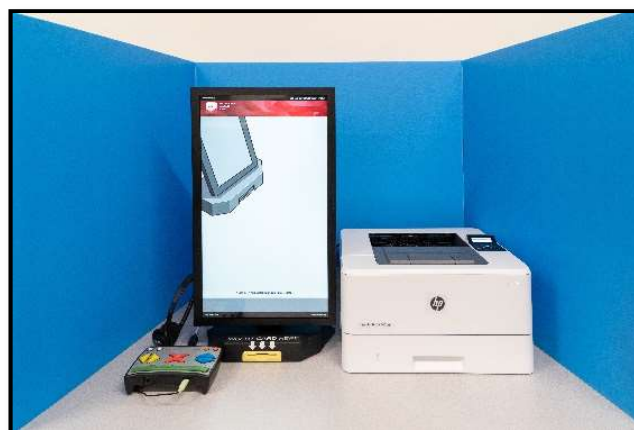
4. Plug the green end of the headphones into the port labeled **Audio** located on the bottom right side of the ATI Controller.
5. Place the **controller and headset** next to the Accessible Voting Device.
6. Place the controller bag in the printer bag, zip up, and set aside.



Note: A Sip and Puff Device should also be in the controller bag. If you have a voter who wishes to use Sip and Puff technology, this adaptor may be needed for them to connect to the ATI controller. Keep the device in the controller bag and access it only if needed.



7. Finally, place the blue privacy screen around the Accessible Voting Device and printer.



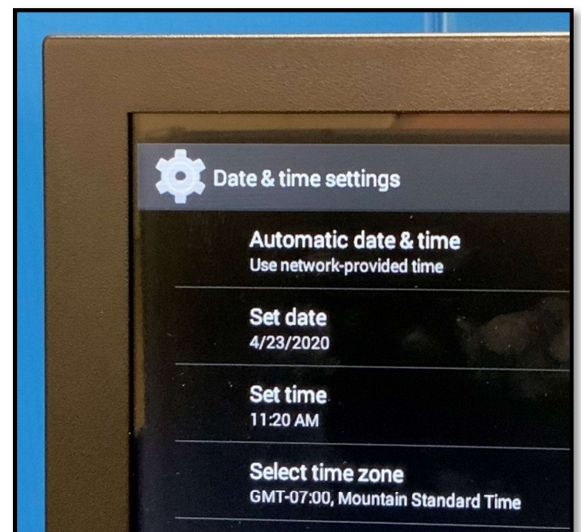
Test the Accessible Voting Device

The **Inspector** will test the equipment after setup.

1. Insert the **Poll Worker Card** into the card reader located in the base of the Accessible Voting Device so that the gold chip on the top goes in first and the image of a black key is facing up.
2. When prompted, enter the **login pin number** on the screen. Your login pin number will be in your Inspector packet. Then touch LOGIN.

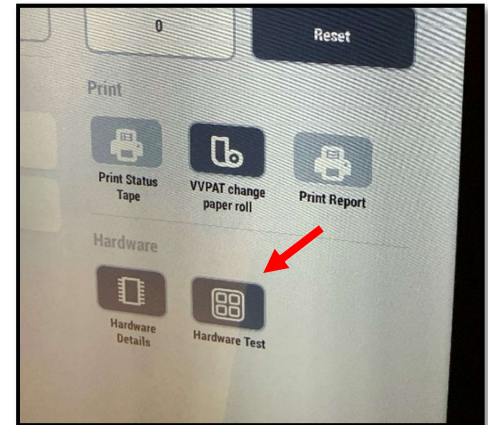


3. Verify the Date and Time are correct. If correct, touch Confirm. If the time is more than 10 minutes different from current time, or the date is wrong, touch the Modify button. Note: Time will show in military time, but will display in standard time in the upper right corner of the screen.
 - a. To adjust date: Touch Set Date, select the current date from the calendar, then touch done.
 - b. To adjust time: Touch Set Time, scroll up or down on the hour, minute, and/or AM/PM to set to current time, then touch done.
 - c. Touch the back button at the bottom center of the screen to return to main menu.



Test the Accessible Voting Device, continued

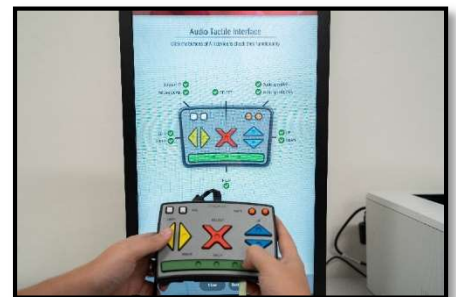
4. Touch the **“Hardware Test”** button on the bottom right of the screen.



5. Touch **ATI button** on the screen. This will test the controller.



6. On the **ATI Controller**, press every button and verify that there is a green check mark next to each button on the screen.



7. Once you have verified that all buttons are functioning, press the **“Back to Menu”** button at the bottom center of the screen.

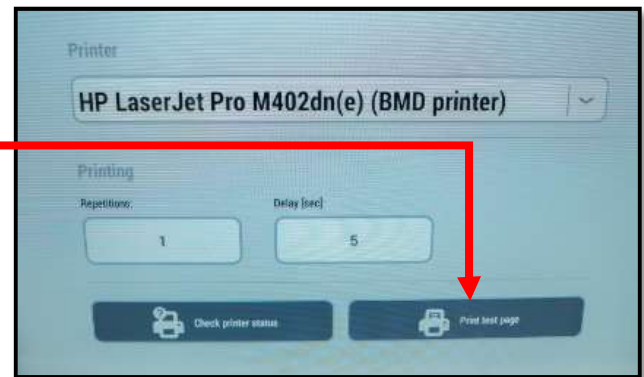
8. Touch the **Printer Button** on the screen. Note that this option is also found under “Hardware Test.”



Test the Accessible Voting Device, continued

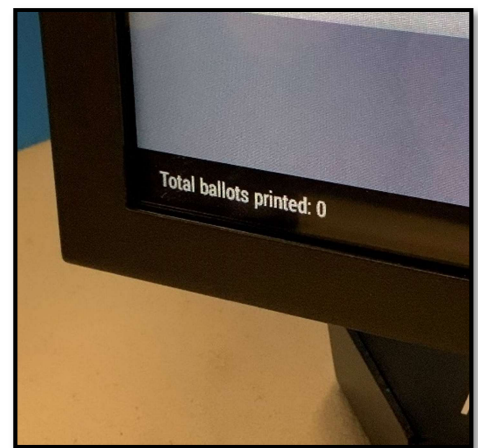
9. Touch **Print Test Page**.

10. A test page will print from the attached Accessible Voting Device printer. Place the test page in the **Clear Official**.



11. Touch **Close** and remove the Poll Worker Card.

12. Check the bottom corner of the screen to ensure that it says **“Total ballots printed: 0.”**



Set Up the Voting Booths

1. Set up the accessible voting booth by locating the case with one red side.
2. Open the case and remove the privacy screens and legs.

3. Identify the front of the booth and flip over to access the front holes underneath.



4. Locate the accessible voting booth leg extenders in the supplies and attach them to the front holes.



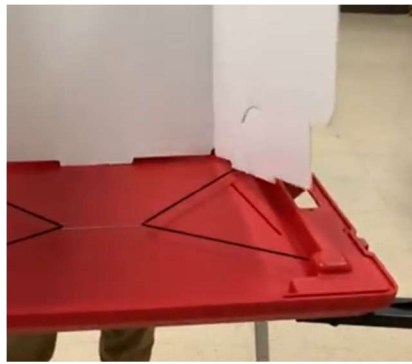
5. Extend four of the legs and insert them into the back holes.



6. Insert legs into the holes of the extenders and raise to stand on the legs.



7. Place a privacy screen on top.



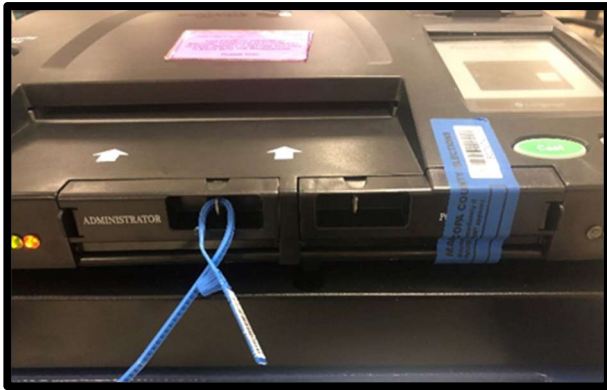
8. Disconnect the bungee cords and tuck into the privacy screen side flaps.



9. Set up the remaining blue voting booths without the leg extenders.

Set Up the Tabulators

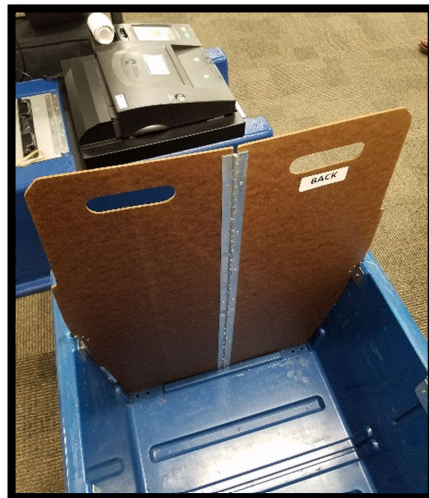
Set up the night before Election Day for Election Day use ONLY!



IMPORTANT!

There are two (2) doors on the front of the tabulators that contain memory cards. The Administrator door on the left is sealed with a plastic seal. Do not open this door. If this seal is broken, you must call the Hotline immediately. The tabulator cannot be used. A replacement tabulator will be sent to your location.

The tabulator is positioned on top of the ballot box as shown.



1. Ensure tabulators have the correct facility.
2. Ensure the ballot boxes under the tabulators are empty.
3. Ensure that the separator is inserted to separate Door #3 (misread ballots) from Doors #1 and #2. No separator is necessary between Door #1 and #2, as write-in and standard ballots will both drop into this area.
4. Ensure that the metal flap on top of the box is open and that the box has a widened slot without the "Center" sticker. This will allow ballots submitted to the tabulators to easily drop through the openings into the box.

Open the Tabulator continues on next page.

Set Up the Tabulators, continued

5. The adapter latch at the rear of each tabulator will hold the tabulator in place. This latch will be locked with a plastic seal that should not be removed unless necessary to clear a jam.
6. Plug the power cord into the back of the adapter under the latch. The adapter will be plugged into the power supply strip or wall outlet. The orange light to the left of the Administrator Door will illuminate to show that the tabulator is powered.
7. Ensure that the power cords do not present a tripping hazard.
8. The Inspector will need to verify seal and tag numbers on each tabulator on the Precinct Ballot Report.
 - a. Administrator Door – zip seal at bottom of first picture below
 - b. Poll Worker Door – sticker seal to the right of the Administrator door in first picture below
 - c. Thermal Paper Door – sticker seal at top right of first picture below
 - d. Tabulator Asset Tag – right side of tabulator in second picture below



Open the Tabulator continues on next page.

Set Up the Tabulators, continued

9. Ensure that the unit is plugged in by checking that the orange light to the right of the locked Administrator Door is on.
10. To the left of the 3 LED lights next to the Administrator port door, insert a stylus into the hole and hold for 2 to 3 seconds. The tabulator will power on and emit a sound.
11. Once the tabulator shows a “Verifying Configuration Files” message, the Ready screen will appear prompting for the black Security Key.
12. Place the black Security Key against the Security Key button area on the top left of the tabulator.
13. Enter the provided password and tap Enter. It will verify election files (this will take some time), then ask you to confirm the date and time. Choose **Confirm**.
14. The **Main Menu** screen will appear. Confirm that the bottom left corner reads “Ballot Counter: 00000.” If it reads any differently, call your Troubleshooter immediately. Press **EXIT** and you will return to “Ready” screen.

DO NOT open the polls until the morning of Election Day, November 3.



Section Five

Opening the Voting Location

Opening Checklist

Before opening the voting location, ensure these tasks have been completed.

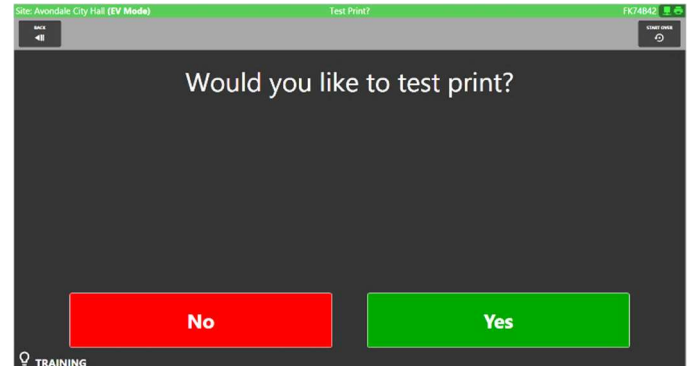
- ☐ Inspector issues site badges
- ☐ Clock in using the SiteBook/Administer Oath of Office on **page 70**
- ☐ Make sure printers are loaded with ballot paper, envelopes and regular paper (see **pages 50-55**)
- ☐ Unlock SiteBooks, verify location, then complete test prints starting on **page 68**
- ☐ Set up Exterior Signage starting on **page 71**
- ☐ Open Accessible Voting Device (1st day only) on **page 73**
- ☐ Ensure Interior Signage is posted starting on **page 37**
- ☐ Ensure all poll workers have masks, face shields and gloves
- ☐ Ensure masks, hand sanitizer and gloves are available near the entrance for voters
- ☐ Ensure all forms, documents, and envelopes are accessible
- ☐ Assign a Poll Worker (Marshal or Clerk) to perform Wait Time Reporting per instructions on **page 74**

Unlock SiteBooks and Test Print

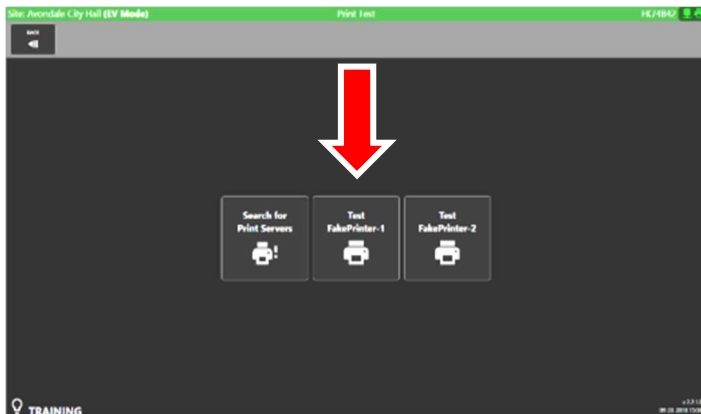
1. **Inspector:** Use the scanner on the top right corner of the SiteBook to scan the barcode on your site badge.



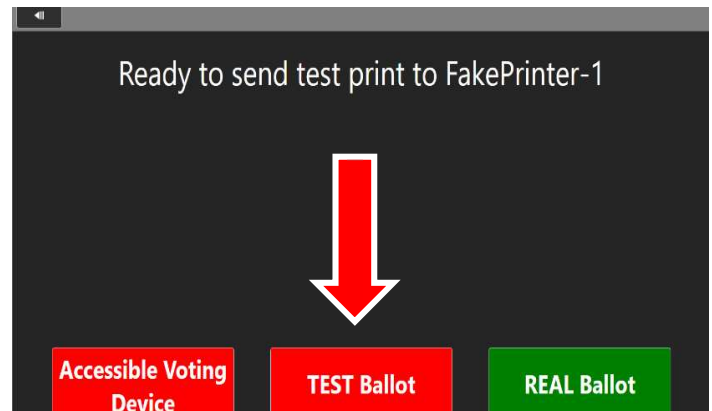
2. Tap **Yes** to run the test print.



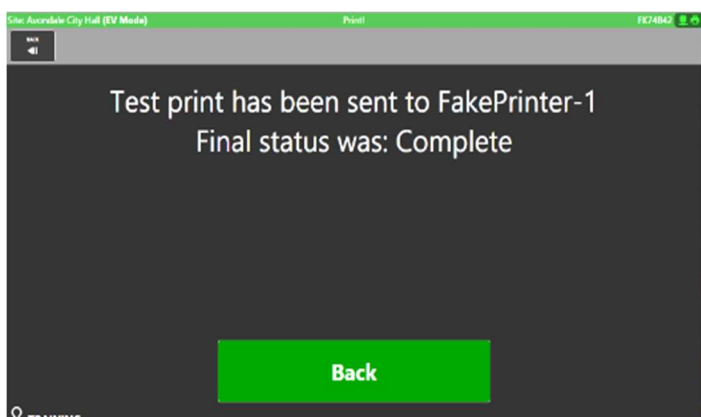
3. Select the first BOD printer by tapping the button. (If no BOD, test affidavit printer.)



4. Select **Test Ballot**. (If no BOD, run other red button test prints.)



5. Screen below appears. Tap the **Back** button.

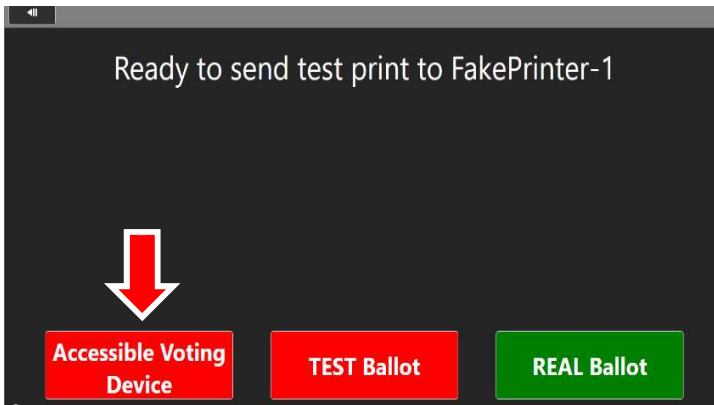


6. Tap the same printer selection from step 3 again.

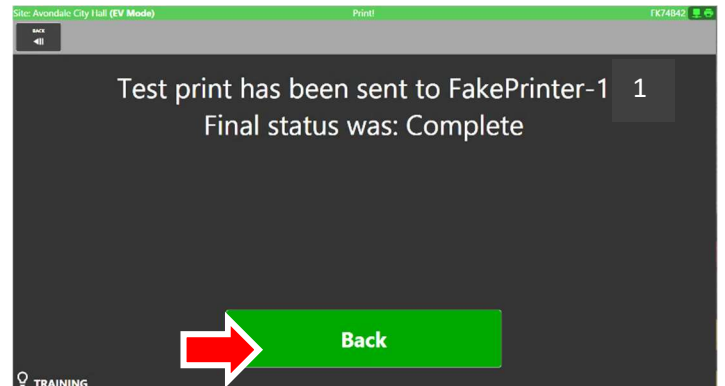


Test Print, continued

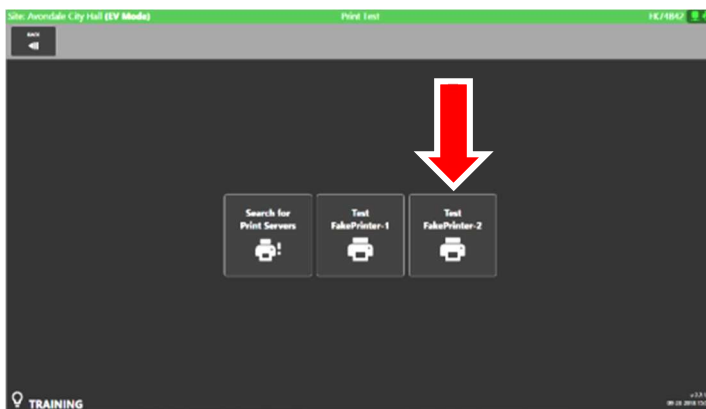
7. Tap the **Accessible Voting Device** button.



8. Once you see the screen below, tap the green **Back** button.

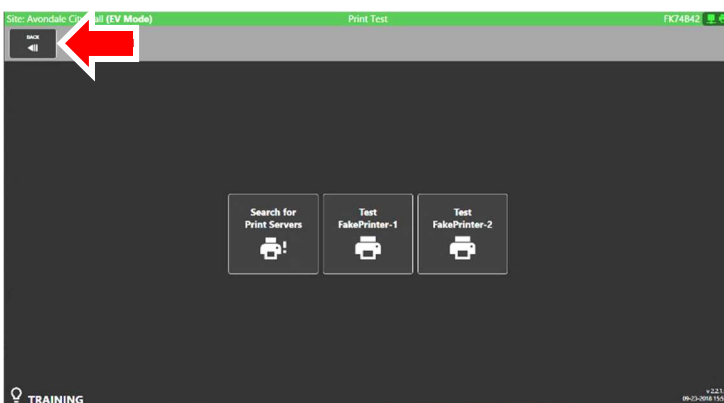


9. Select the 2nd Ballot On Demand Printer.

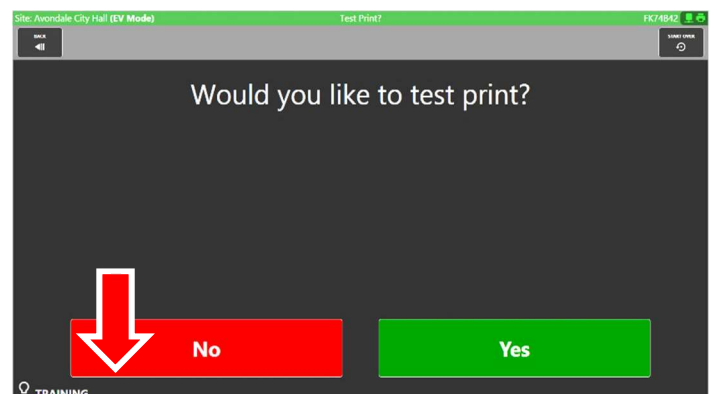


10. Repeat steps 4 and 5 using the printer you selected in step 9. Select the printer you selected in step 9 again and repeat steps 7 and 8. The goal is to perform all the RED button test prints on all printers.

11. Tap the **Back** button on the top left of the screen.



12. Tap the **No** button. Spoil all test prints and place them into the Clear Official.

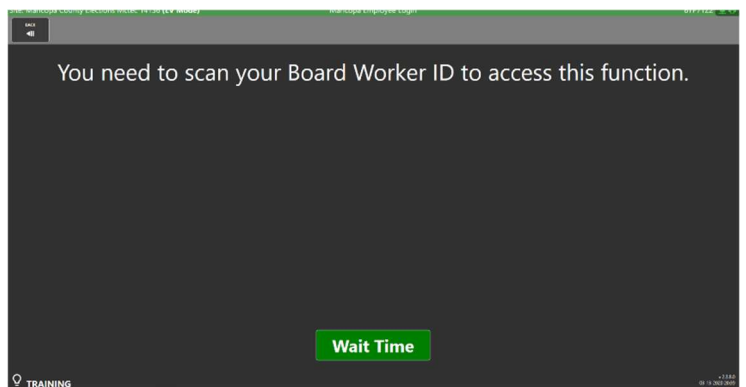


Clocking In

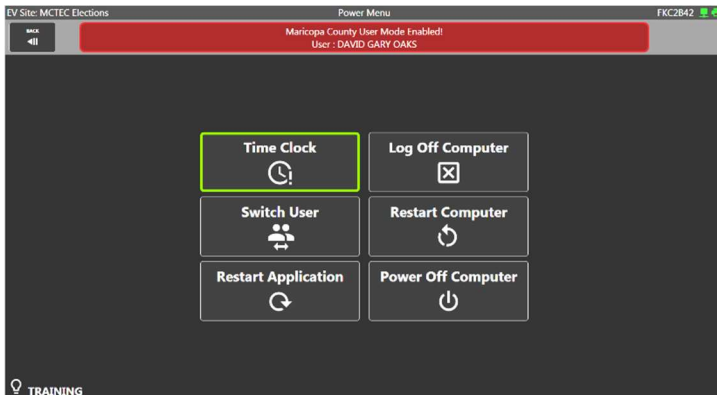
1. Press the POWER button in the upper right-hand corner.



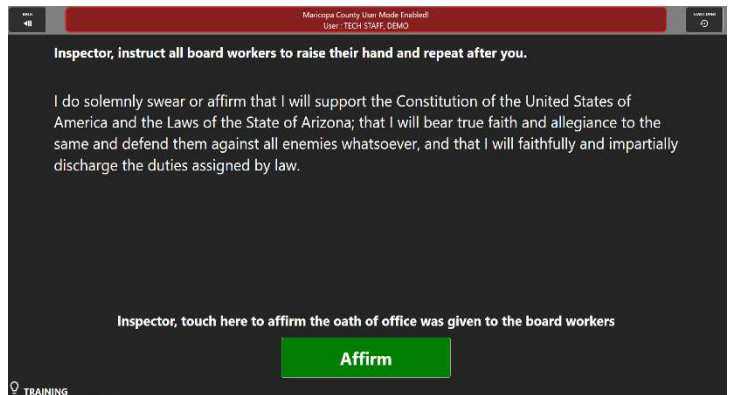
2. **Inspector**, scan your site badge.



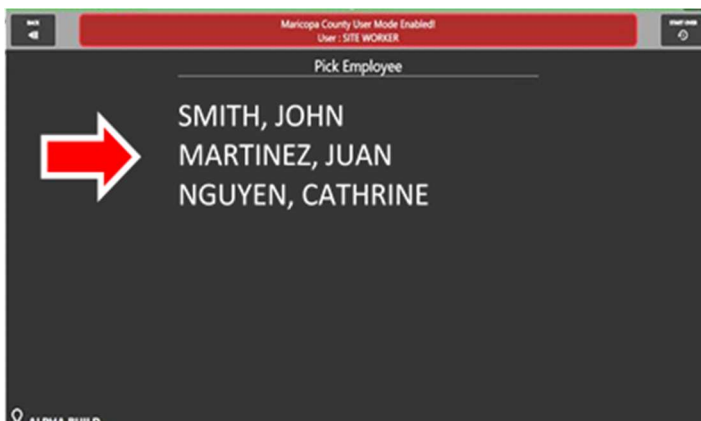
3. Tap Time Clock.



4. Have all Poll Workers raise their hands and repeat after the Inspector. Then tap Affirm.



5. Each Poll Worker will touch their name.



6. Have the Poll Worker sign the signature box. Then touch Affirm and Clock In.



7. Once all Poll Workers have clocked in, touch the **Start Over** button at the top right.

Set Up Exterior Signage

Sandwich Board Signs



Vote Here

Yellow “Vote Here” Sandwich Board(s): Place at the main entrance to the parking lot where it is CLEARLY visible from the main road. Multiple signs will be available for increased visibility.

Please Have Your ID Ready

Orange ID Sandwich Board(s): Provides identification options for use at the SiteBooks. Place outside the main entrance. If a line forms, move to the end of the line.



Early Voting Instructions

Orange Early Voting Sandwich Board(s): Provides instructions to voters about where to sign, date, and provide a phone number on their envelope. Then, instructs voters to proceed to the Envelope Drop Box for drop off rather than waiting in line.

Set Up Exterior Signage, continued

Safety Protocols

Place immediately outside entrance to notify voters of safety protocols inside the voting location.

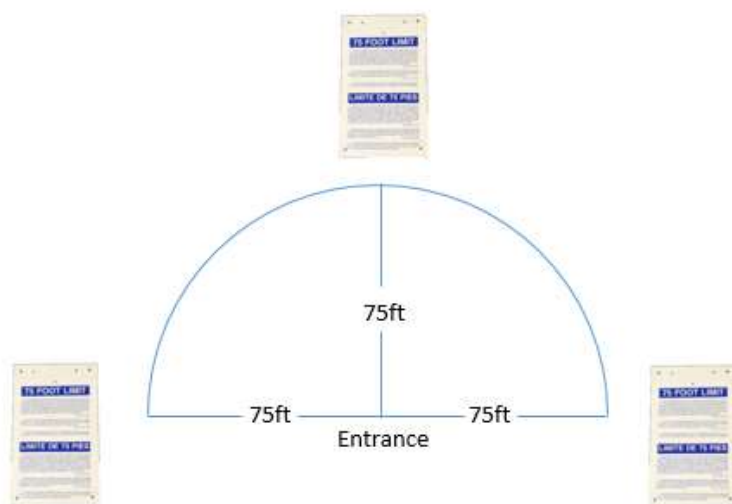


Curbside Voting

Place at the closest drive-up curb where a voter can safely stop their vehicle to vote or in the closest marked accessible parking spot.

75-Foot Limit Triangle

Place the three 75-Foot Limit signs in a triangle 75 feet from the entrance to the voting location to notify petition circulators, campaign workers, candidates, media, and any other person who is not voting that they must remain outside of this zone while the polls are open. May need to be weighted to ensure visibility at all times.



Accessible Voter Entry Arrow

Use these signs to direct voters to accessible ramps and other devices to aid them in gaining access to the voting locations. May need to be weighted to ensure visibility at all times.



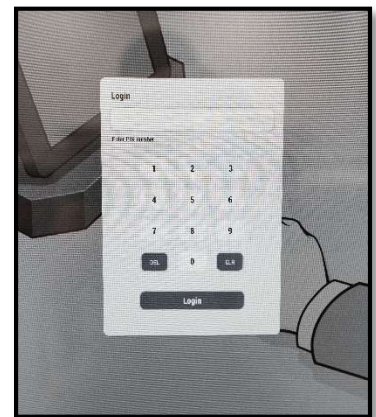
Open the Accessible Voting Device

The Inspector will open the Accessible Voting Device.

1. Insert the **Poll Worker Card** into the card reader on the Accessible Voting Device Screen base.



2. Enter the **Login Pin Number** using the touch pad on the screen. Your login pin number will be found in your Inspector packet.

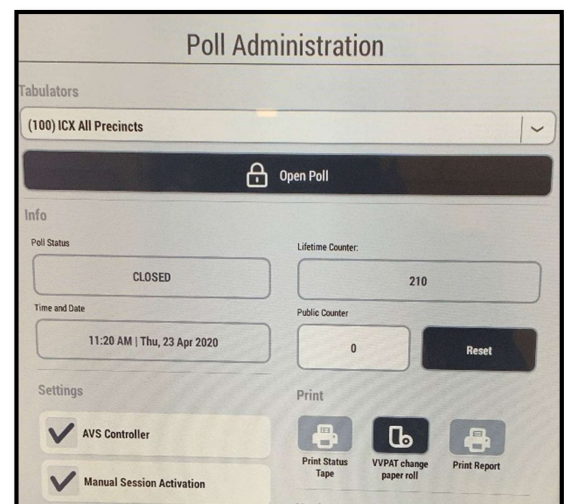


3. Touch **Login**.

4. Touch **Open Poll**. It is a long gray button near the top of the menu.

5. Touch **Yes**.

6. Remove the **Poll Worker Card**.



The Accessible Voting Device is now ready for voters.

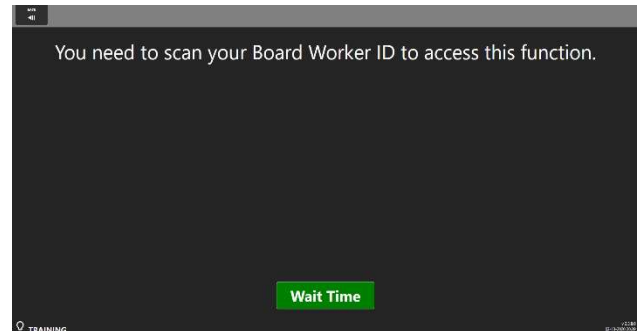
Reporting Wait Time

A Clerk will be assigned to report voter wait time by submitting the number of voters waiting in line every 15 minutes starting at opening and ending at closing each day. If no voters are waiting in line, zero (0) voters should be reported.

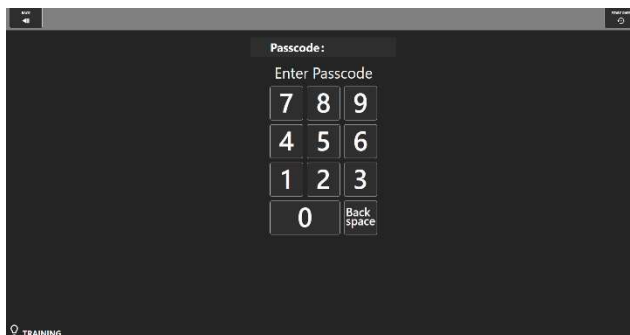
1. Press Power Button (top right).



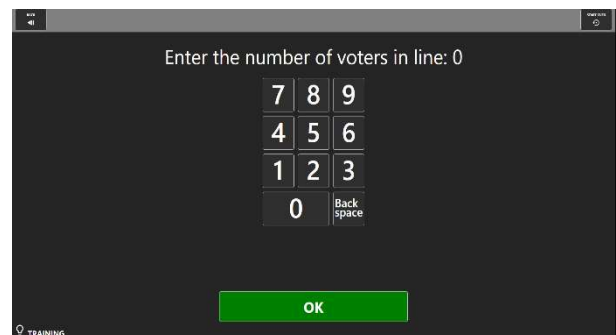
2. Press Green Wait Time Button. No need to scan badge.



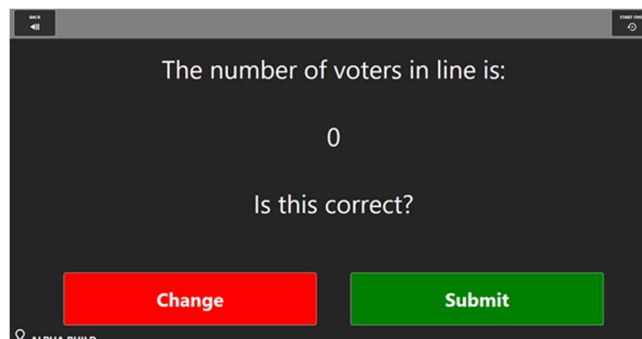
3. Enter password provided for this election. This will be found in the Inspector packet



4. Enter number of voters in line and Press OK.



5. Confirm the number is entered correctly and touch Submit or Change to re-enter. Clicking Submit will automatically send to our internal dashboard.



Section Six

Checking in Voters

Do not turn any voter away or send any voter to another location without contacting the Hotline (602-506-2010) for assistance.

For the General Election, ballots are not party specific. Ballots will include candidates from various parties, so voters will be able to choose from all candidates regardless of their registered party.

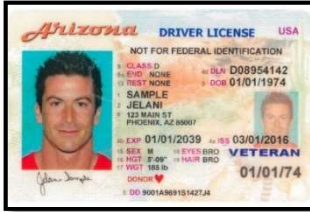
Encourage voters to keep their identification available for Poll Worker verification after scanning at the SiteBook.

Please note that Arizona Driver Licenses expiring March 1, 2020 or after are considered current/unexpired for the General Election as the Governor issued an executive order extending expiration for one (1) year.

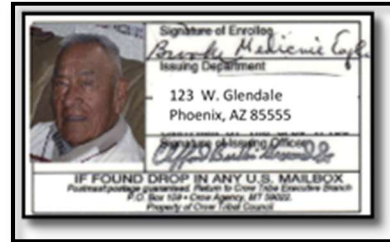
Identification to Vote a Standard Ballot

List 1 – One item from this list

List 1 items are acceptable forms of ID with the voter's photograph, and name and address that reasonably match the voter's name and address in the SiteBook.



OR



Current Arizona State Driver License or **Current Arizona** Non-Operating Identification Card

Tribal Enrollment Card or other form of tribal identification-with photo and Arizona address

Any valid (not expired) United States federal, state, or local government issued **photo** identification that has an address is also a List 1 item.

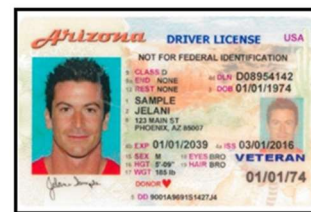
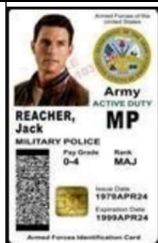
List 2 – Two items from this list

List 2 items contain the voter's name and address reasonably matching the SiteBook. List 2 documents may be presented in electronic format, including on a smart phone or tablet. (Electronic format is NOT the same as a photo of the paper copy of the item.)

- Voter Registration ID Card
- Utility Bill (within last 90 days)
- Bank Statement (within last 90 days)
- "Official Election Material" mail
- Valid Recorder's Certificate
- Valid United States federal/state/local issued identification without a photo
- Valid Arizona Vehicle Registration
- Arizona Vehicle Insurance Card
- Indian Census Card
- Tribal Enrollment Card or other form of tribal identification (no photo)
- Property Tax Statement

List 3 – One from this list AND one from List 2

List 3 items do not have addresses, so the voter must also provide a List 2 item.

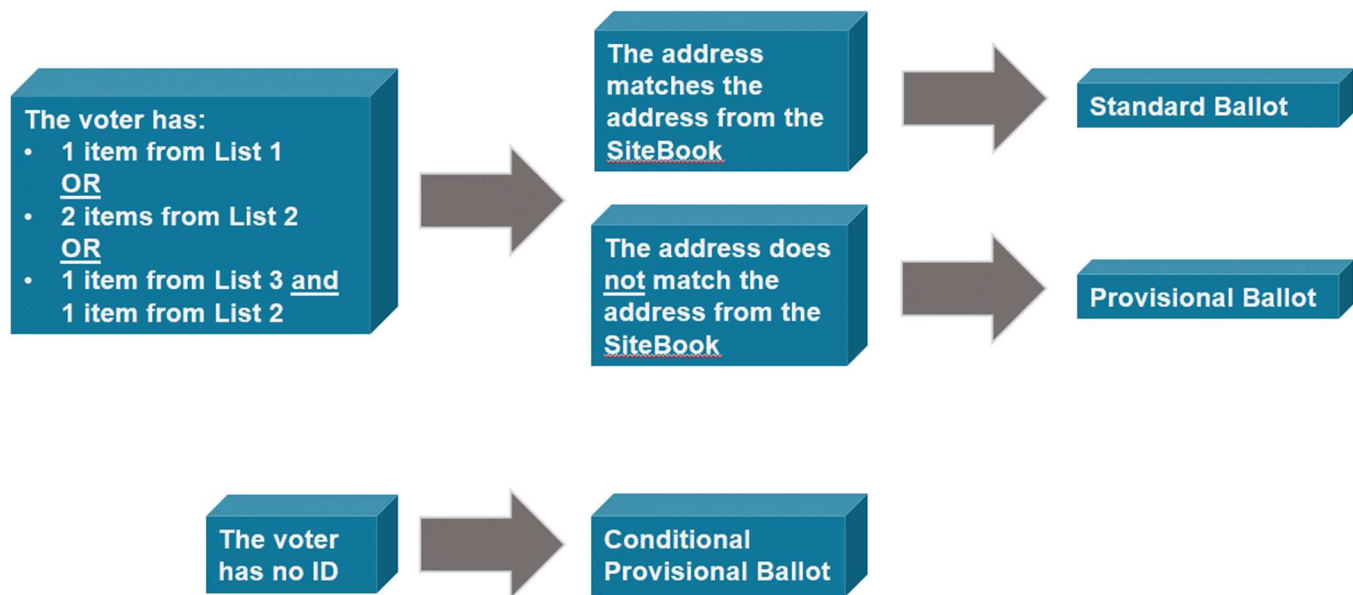


U.S. Passport

Military ID

Any valid List 1 ID where the **address does not reasonably match the address in the SiteBook**

Identification and Voting



Arizona state law requires all voters to have the identification outlined above in order to vote a standard ballot. However, all voters entering a voting location must be permitted to cast a ballot. This means that even without the identification outlined on the previous page, a voter may still cast a provisional or a conditional provisional ballot. It is never appropriate to turn away a voter due to lack of identification.

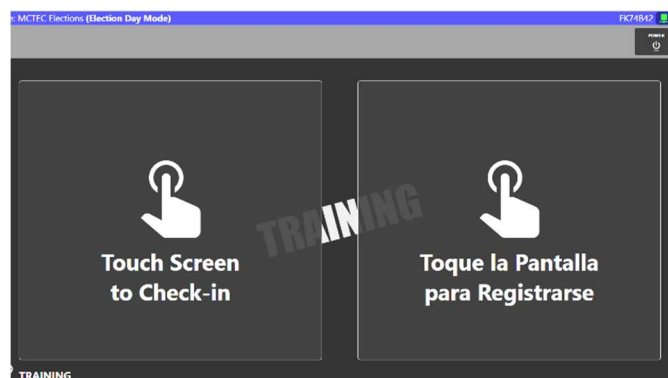
ID that is not sufficient to vote a standard ballot may still be sufficient ID to cast a ballot that will be counted. If the voter is otherwise eligible, but the address from the voter's ID does not match the address from the SiteBook, the voter will be offered to vote a provisional ballot.

If a voter casts a provisional ballot, no further action is needed on their part. This voter does not need to return to show further identification. However, if a voter does not have identification and casts a conditional provisional ballot, the voter will need to provide identification within established time frames. See **page 109** for more information on conditional provisional voting.

Trust the SiteBook to guide you and the voter through this process.

Checking in Voters - ID that Scans

1. Voter touches the SiteBook screen to check-in (English or Spanish).

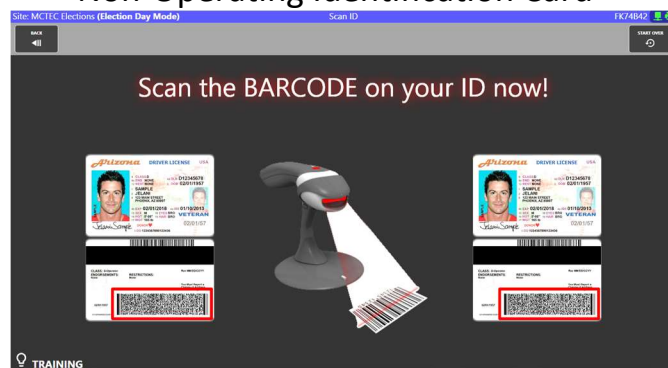


2. Voter selects the ID option from the screen which matches the scannable ID they brought.

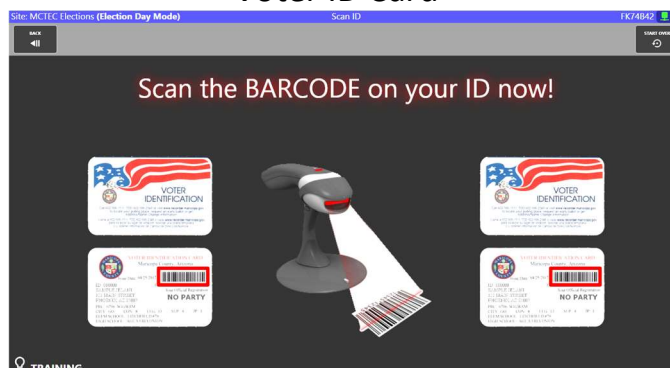


3. Voter scans ID.

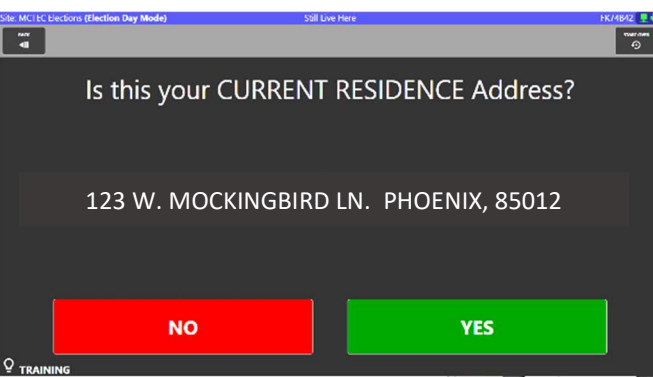
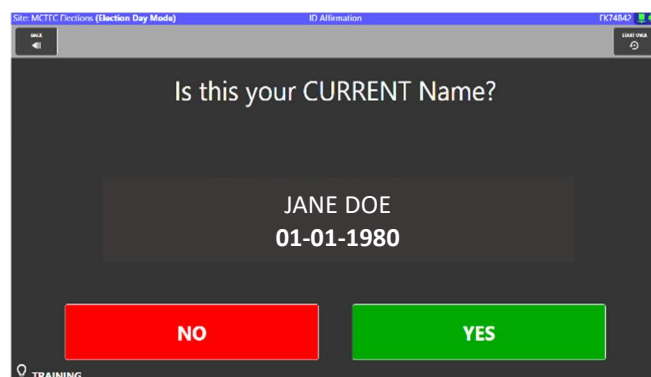
AZ Driver License or Non-Operating Identification Card



Voter ID Card



4. Voter verifies current name and address. If voter indicates that either is not current, see Updating Voter Registration Section starting on **page 92** to update this information. This is the responsibility of the Voter Registration Clerk.



Voters with Identification that Scans, continued

5. The voter signs the signature pad.

Site: MCTEC Elections (Election Day Mode) Signature Pad FK74842

BACK START OVER

JANE DOE Have the voter sign the signature pad.

Address: 123 W. MOCKINGBIRD LN. PHOENIX, 85012

Mailing Address:

DOB: Phone: (623)777 7777 DLN: D0000 SSN 4 Party: DEMOCRATIC

Former Name: Former Address:

VOTER DECLARATION – By signing below, I swear or affirm under penalty of perjury that the above information is true and correct, that I reside in the precinct for the address indicated, that I am eligible to vote in this election and that I have not previously voted in this election.

Jane Doe

TRAINING CLEAR CONTINUE

6. Inspector, Judge, or Voter Registration Clerk verifies the ID provided matches. When the SiteBook presents the left screen, scan your site badge on the scanner at the top right.

Site: MCTEC Elections (Election Day Mode) Maricopa Employee Login FK74842

BACK START OVER

Your identification needs to be checked.

Please raise your hand or signal for assistance.

TRAINING

Site: MCTEC Elections (Election Day Mode) ID Check Approval FK74842

BACK START OVER

Maricopa County User Mode Enabled!
User: JOHNSON, BRI I NLY ANN

Does the voter's ID match? ID Info

JANE DOE
01-01-1980

123 W. MOCKINGBIRD LN. PHOENIX, 85012

NO YES

TRAINING

*If you are unsure about Identification, touch the ID info button at the top right of the screen or see **page 76**.*

Voters with Identification that Scans, continued

7. Select the type(s) of ID the voter provided. When you select a button, it will become a lighter gray color. When you have selected all the ID the voter has shown you, press continue. The SiteBook will alert you if the ID provided is insufficient to vote a standard ballot.*

Site: Maricopa County Elections Mctec 14136 (EV Mode) ID Types 6VP7122

Maricopa County User Mode Enabled! User: TECH STAFF, DEMO

Which form(s) of ID did the voter bring?

Photo-ID
Valid AZ driver license
Valid AZ non-operating ID
Tribal enrollment card or other form of tribal ID

Has CURRENT Address
Has FORMER Address

Voter ID Card
CURRENT Address **FORMER Address**

Items from this list
Official Election Mail, Utility Bill, Bank Statement or Vehicle Registration (Within 90 Days)

Current Address: 1 Item 2 Items
Former Address: 1 Item 2 Items

Military ID or U.S. Passport **No ID**

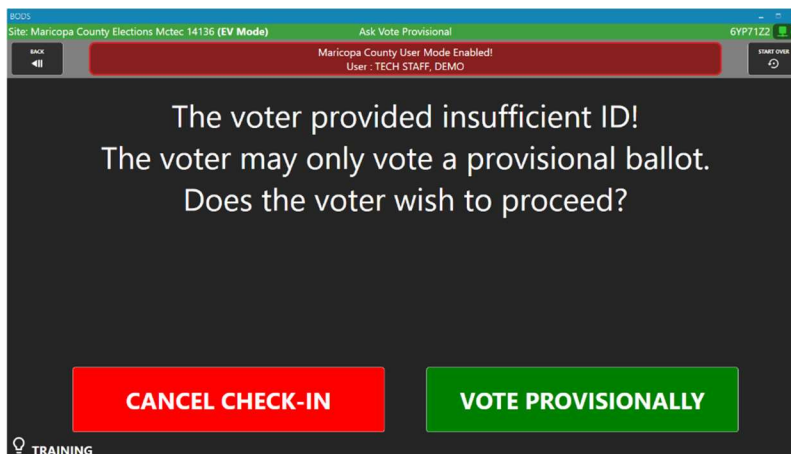
Continue

Photo-ID Box	Voter ID Card Box	Items from this list Box
<p>Select Has CURRENT Address if voter has valid photo ID (see List 1 page 76) with address matching address in SiteBook. Select the green Continue button.</p> <p>Select Has FORMER Address if photo ID (List 1) has address not matching SiteBook.</p>	<p>Select Has CURRENT Address if voter has valid voter ID card with address matching address in SiteBook.</p> <p>Select Has FORMER Address if voter ID card has address not matching SiteBook.</p> <p>If voter ID card has address matching SiteBook, voter needs one more item of identification (either from the Photo-ID Box or the Items from this list Box).</p>	<p>This box is for checking off items from List 2 (page 76).</p> <p>If voter has a List 2 item(s) with address matching address in SiteBook, choose the correct number of items (1 or 2) from Current Address.</p> <p>If the address does not match the SiteBook, choose the correct number of items from Former Address.</p> <p>If voter has a Military ID or U.S. Passport, select the button at bottom left of screen.</p>

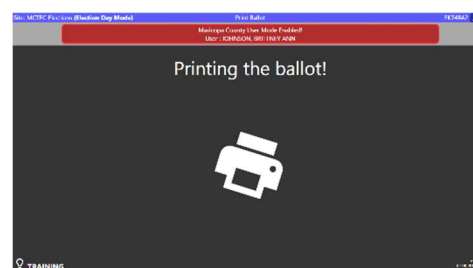
Voters with Identification that Scans, continued

*If Voter Provided Insufficient ID to Vote a Standard Ballot:

If the ID provided is insufficient to vote a standard ballot, this screen will appear. If the voter has more ID, use the black **Back** button in the upper left corner to return to the ID screen and select more items. If the voter does not have more ID, the voter is still eligible to vote a provisional ballot. For more information on provisional ballots, see **pages 107-109**.



8. As long as the ID provided was sufficient to vote a standard ballot, the voter's ballot and affidavit envelope or control slip print through the Ballot on Demand system. If the ID provided was insufficient to vote a standard ballot, the voter's provisional ballot, affidavit envelope, and provisional receipt will print.



Clerk Duty:

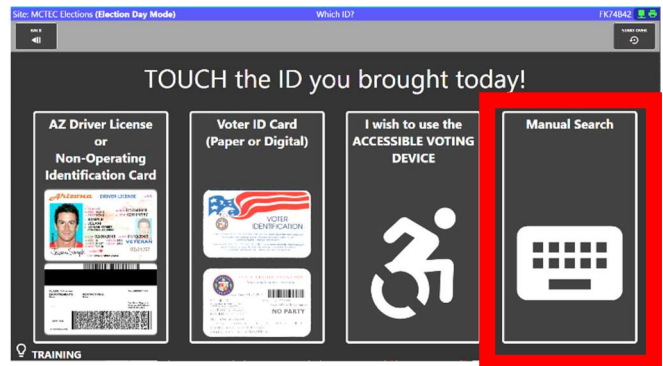
- Remove the ballot and affidavit envelope or control slip from the BOD printer.
- Point to the name on the affidavit envelope or control slip and ask the voter for confirmation that it is the correct name and address to prevent handing the voter the incorrect ballot.
- For early and provisional voting, ask the voter to sign and date the envelope and "W" fold the ballot according to the instructions on **page 103** and hand to the voter.
- On Election Day, no envelope will print for a standard ballot as it will be submitted to the tabulator.
- Sites that have no BOD will have preprinted ballots. The control slip or affidavit envelope that prints from the affidavit printer will be used to identify the correct preprinted ballot.

Checking in Voters-ID that does not Scan/No ID

1. Voter touches the SiteBook screen to check-in (English or Spanish).



2. The voter selects **Manual Search**.



3. The voter enters their information in the order outlined below.
 - a. First initial of first name
 - b. First initial of last name
 - c. Date of Birth
 - d. Last 4 of Social Security number. *If the voter does not want to enter this information, they can enter 4 zeroes (0000).*

A screenshot of the 'Search For Voter' screen. It has four input fields: 'First Initial:', 'Last Initial:', 'DOB:', and 'SSN4:'. Below these fields is a keyboard overlay with letters QWERTYUIOP, ASDFGHJKL, and ZXCVBNM. The 'First Initial' field is highlighted with a red box.

If the voter is found, proceed with the Check-In Procedures for Voter with ID at step 4.

If the voter is not found, continue on next page.

Note: Manual Search is also used for Curbside Voting (see **page 110**)

Checking in Voters – ID does not Scan/No ID, continued

4. No matches found. Scan site badge when scanner flashes and select **Change Search**.

Site: MCTEC Elections (Election Day Mode) Search For Voter FK74842

Maricopa County User Mode Enabled!
User : JOHNSON, BRITNEY ANN

No matches were found. Try again or select 'No Match'.

TRAINING No Match Change Search

5. Touch the Complex Search button.

Maricopa County User Mode Enabled!
User : TECH STAFF, DEMO

First Initial : W Last Initial : G DOB : 5-16-1965

Enter your birth DAY

31 30 29 28 27 26 25 24 23 22 21
20 19 18 17 16 15 14 13 12 11
10 9 8 7 6 5 4 3 2 1

TRAINING Complex Search

6. Search for the voter by street name, zip code, voter ID number, or Arizona Driver License number. Press **Search** when finished entering information.

Maricopa County User Mode Enabled!
User : TECH STAFF, DEMO

First Name W Last Name G Date Of Birth 5-16-1965 Street Zip Code Voter ID Driver License NEXT SEARCH

Enter the voter's Street!

Q W E R T Y U I O P 7 8 9
A S D F G H J K L 4 5 6
Z X C V B N M 1 2 3
Space Backspace 0 Backspace
Clear Simple Search

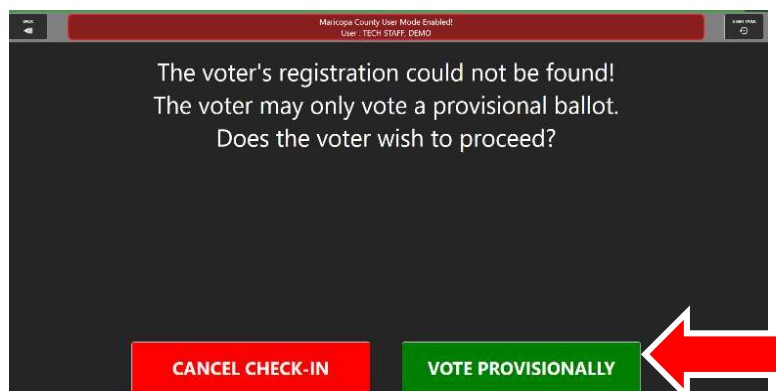
TRAINING

If the voter is found, proceed with the Check-In Procedures for Voter with ID at step 4.

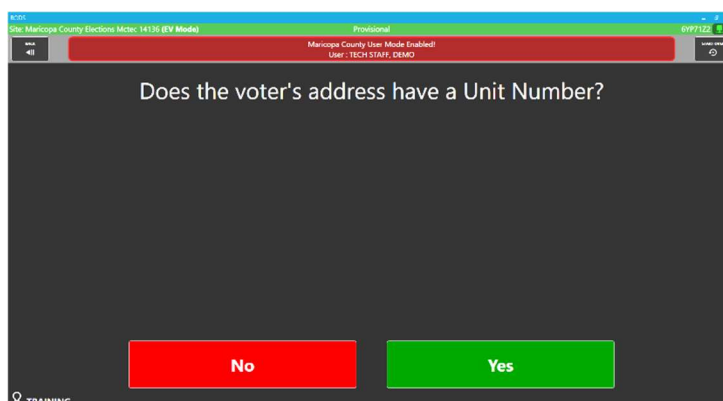
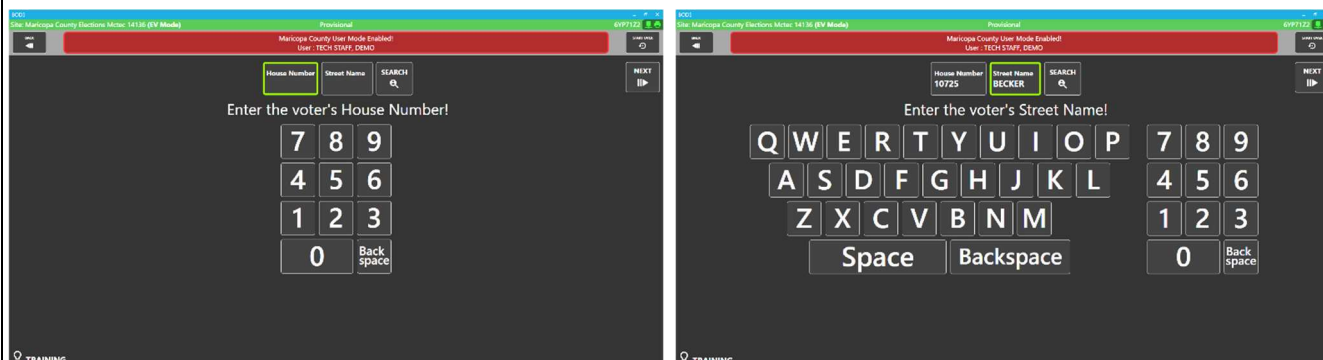
If the voter is not found, continue on next page.

Checking in Voters – ID does not Scan/No ID, continued

- If there is no other match, press the No Match button and offer the voter a provisional or a conditional provisional ballot per SiteBook direction. Provisional ballots are counted if the voter is found to be a qualified elector (an eligible voter in that specific election) through his or her voter registration. For more information on provisional and conditional provisional ballots, see **pages 107-109**.



- Provisional Ballot Process:** Voter enters their address, presses SEARCH and selects the correct address. When entering, do not use N, E, S, W or St. Ln. Dr. Ave.



Checking in Voters – ID does not Scan/No ID, continued

9. Voter enters their name and touches **Next**.

Maricopa County User Mode Enabled
User: TECH STAFF, DEMO

First Name: WILL Middle Name: Last Name: GRAND Name Suffix: Date Of Birth:

Enter the voter's Last Name.

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
Space Backspace

10. Voter enters their Birth Year, Month and Date. Touch **Next**.

Maricopa County User Mode Enabled
User: TECH STAFF, DEMO

First Name: WILL Middle Name: Last Name: GRAND Name Suffix: Date Of Birth:

Enter the voter's birth YEAR

7 8 9
4 5 6
1 2 3
0 Backspace

Maricopa County User Mode Enabled
User: TECH STAFF, DEMO

First Name: WILL Middle Name: Last Name: GRAND Name Suffix: Date Of Birth: 1965

Enter the voter's birth MONTH

January February March
April May June
July August September
October November December

Maricopa County User Mode Enabled
User: TECH STAFF, DEMO

First Name: WILL Middle Name: Last Name: GRAND Name Suffix: Date Of Birth: 5-??-1965

Enter the voter's birth DAY

31 30 29 28 27 26 25 24 23 22 21
20 19 18 17 16 15 14 13 12 11
10 9 8 7 6 5 4 3 2 1

11. Voter enters their Phone Number, Driver License, Last 4 of their SSN (or 0000), and their party preference. Touch **Next**.

Maricopa County User Mode Enabled
User: TECH STAFF, DEMO

Phone Number: (602) 123-4567 Driver License: SSN 4: 0000 Party: NO PARTY

Enter the voter's Party!

REPUBLICAN DEMOCRATIC
LIBERTARIAN NO PARTY
OTHER PARTY

12. Does the voter have a former name? If they do, the Poll Worker may be able to find their record.

Maricopa County User Mode Enabled
User: TECH STAFF, DEMO

Does the voter have a Former Name or Address?

No Yes

Checking in Voters – ID does not Scan/No ID, continued

13. Voter verifies the information.

Maricopa County User Mode Enabled!
User: TECH STAFF, DEMO

Is the voter information correct?

First Name: WILL, Middle Name: GRAND, Last Name: GRAND, Date Of Birth: 5-16-1965

Phone Number: (602) 123-4567, Driver License, SSN 4: ****, Party: NO PARTY

Email Address

Address: 10725 E BECKER LN, SCOTTSDALE, 85259, User Number

Former Name, Former Address

Yes

TRAINING

14. Verify the voter's ID or select No ID.

Maricopa County User Mode Enabled!
User: TECH STAFF, DEMO

Which form(s) of ID did the voter bring?

Photo-ID: Valid AZ driver license, Valid AZ non-operating ID, Tribal enrollment card or other form of tribal ID

Voter ID Card: CURRENT Address, FORMER Address

Items from this list: Official Election Mail, Utility Bill, Bank Statement or Vehicle Registration (Within 90 Days)

Current Address: 1 Item, 2 Items; Former Address: 1 Item, 2 Items

Military ID or U.S. Passport, No ID

Continue

TRAINING

15. Voter signs the signature pad.

Maricopa County User Mode Enabled!
User: TECH STAFF, DEMO

WILL GRAND
Address: 10725 E BECKER LN, SCOTTSDALE, 85259
Mailing Address:
DOB: 5-16-1965 Phone: (602) 123-4567 DLN: SSN 4: 0000 Party: NO PARTY
Former Name: Former Address:
Voter Declaration: By signing below, I swear or affirm under penalty of perjury that the above information is correct, that I have resided in the precinct and/or district at least 29 days before the election, that I am eligible to vote in this election and that I have not previously voted in this election.

Have the voter sign the signature pad.

Will Grand

CLEAR CONTINUE

TRAINING

16. Verify that the image looks correct.

Maricopa County User Mode Enabled!
User: TECH STAFF, DEMO

Provisional Ballot
CTNVKP460QA4GW

GRAND, WILL, 10725 E BECKER LN, SCOTTSDALE, 85259, (602) 123-4567, 5-16-1965

Are you a citizen of the United States of America? Yes No
Will you be 18 years of age on or before election day? Yes No

Voter Declaration: By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, that I am 18 years of age or older, and that I have not been adjudicated INCOMPETENT.

Will Grand

There are mistakes The image looks correct

17. Documents upload.

Maricopa County User Mode Enabled!
User: TECH STAFF, DEMO

Uploading documents!

TRAINING

18. The ballot prints.

Maricopa County User Mode Enabled!
User: JOHNSON, BRIANLY ANN

Printing the ballot!

TRAINING

Clerk Duty:

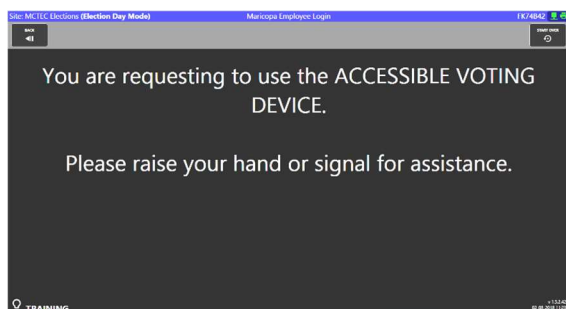
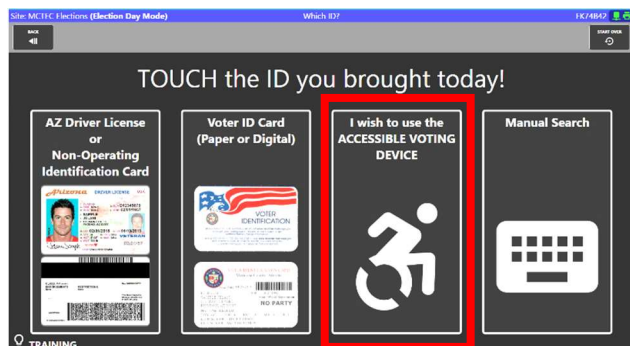
- Remove the provisional ballot, affidavit envelope, and provisional ballot receipt from the BOD printer.
- Point to the name on the affidavit envelope and confirm with the voter that the name matches.
- “W” fold the ballot according to the instructions on **page 103**.
- Explain to the voter that they need to sign, date, and provide a phone number (ONLY used to contact about a signature issue) on the front of the affidavit envelope.
- Once the envelope is signed, hand the ballot to the voter.
- The provisional ballot receipt is also given to the voter so that they may check the status of their ballot. For more information on the provisional ballot receipt, see **page 108**.
- Sites that have no BOD will have preprinted ballots. The affidavit envelope and provisional receipt that prints from the affidavit printer will be used to identify the correct preprinted ballot.

Checking in Voters - Accessible Voting Device

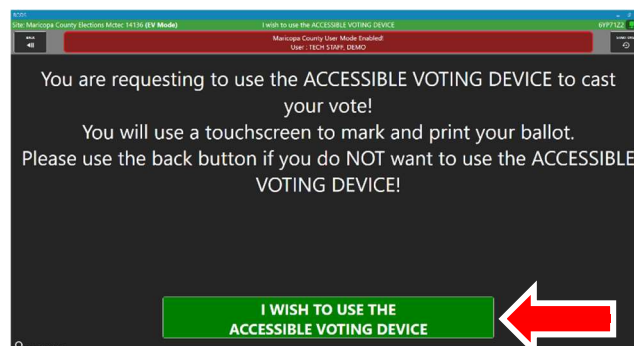
1. Voter touches the SiteBook screen to check in (English or Spanish).



2. If voter selects Accessible Voting Device, Poll Worker will scan their site badge.

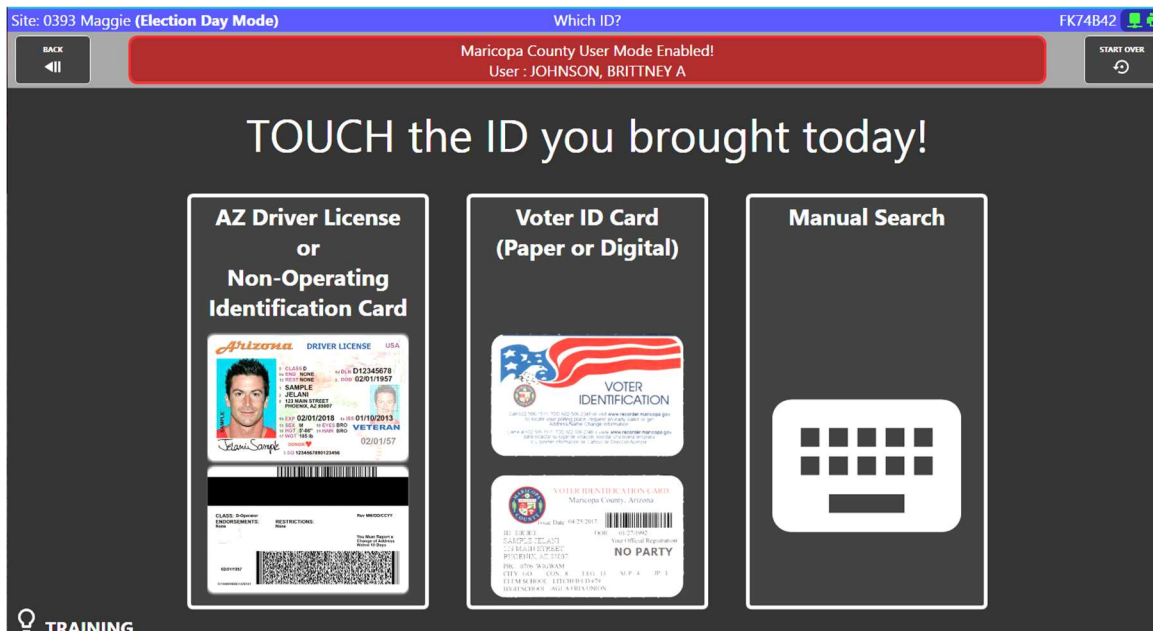


3. Verify the voter wants to use the Accessible Voting Device.

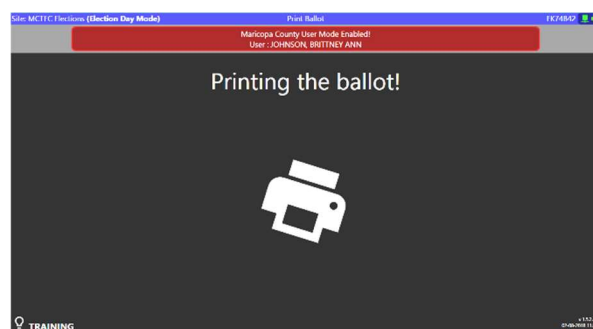


Checking in Voters - Accessible Voting Device, continued

4. Voter scans ID or uses manual search according to the same procedures as voting a standard paper ballot. If the voter has ID which will scan (AZ Driver License/Non-Operating Identification Card or Voter ID Card with barcode), go to **page 78**. If the voter has ID that will not scan or does not have ID, go to **page 82**.



5. At the end of the process, the printer prints the affidavit envelope and Accessible Voting Device ballot activation information, which serves as the control slip for that ballot and contains a code to activate the ballot on the Accessible Voting Device. That form does not go with the voter. Place it in the Red Transport Box.



Follow instructions to activate the ballot on the Accessible Voting Device (see **page 105**). On Election Day, standard ballots printed from the Accessible Voting Device printer will be inserted into the tabulator. Provisional ballots will go into envelopes and the drop box.

Common Questions - SiteBooks

Where is the power button and what does it do?	The power button is on the top right corner of the screen, possibly hidden by the scanner. It is used to access Poll Worker functions such as clocking in and out, internal options, and restarting/shutting down the terminal.
Why is the scanner flashing?	<p>This means that assistance is needed from the Inspector or Judge and the Poll Worker site badge needs to be scanned.</p> <p>The scanner will flash when voter's ID needs to be checked.</p>
Where is the back button and what does it do?	The back button is located on the top left corner of the screen and it is used to return to the previous screen.
Where is the start over button and what does it do?	This button is on the top right corner of the screen when a voter is in the middle of the check-in process. It is used to cancel a voter's check-in. It takes you back to the main screen.
Why is the connectivity icon red?	If the connectivity icon is red, you have lost connectivity. Unplug the MoFi. Count to 10. Plug the MoFi back in, recheck in one minute. Reboot the MoFi.
What can I do if the Driver License or voter ID card is not scanning?	Use the Manual Search button (See page 82)
What can I do if I cannot locate voter address using the SiteBook search?	<p>Do not use N, E, S, W or St, Ave, or Dr.</p> <p>Try Map.</p>

Challenged Voter

Any registered voter in Maricopa County may verbally challenge a voter on the grounds that:

- The voter is not the person whose name appears on the SiteBook.
- The voter has not resided in the State of Arizona or the Jurisdiction for 29 days prior to Election Day.
- The voter has already voted in this election.
- The voter has been convicted of a felony and has not had their civil rights restored.
- The voter is not a qualified elector. (Example, the voter is 17).

A voter who has moved from one address to another within the county is not subject to challenge because of residence. [A.R.S. §§ 16-591, 16-592 & 16-593]

CHALLENGED VOTER PROCEDURES

Only the Inspector may address questions to the challenged voter. If a voter is challenged, call the Hotline at 602-506-2010.

1. Check to see if the person challenging the voter is a registered voter of the county.

If not, the challenge is invalid and the challenged voter shall be permitted to continue with the voting process as normal.

2. Have the challenged voter step out of the line while the challenge is being determined.

3. The Inspector and two Judges determine the validity of the challenge.

The election board shall complete the Official Challenge List, which is part of the Challenge Procedures Special Instructions found in the voting location supplies.

4. Check to see if the voter being challenged is registered.

If the challenged voter is registered, the voter must take and subscribe to the oath prescribed in the “Affidavit of Registration” form in supplies. While under oath, if the challenged voter chooses, they may answer questions material to the challenge.

A provisional ballot shall be cast if the challenged voter refuses to answer questions material to the challenge **OR** the challenged voter does not subscribe to the affidavit of registration.

If a majority of the election board finds the challenge to be **invalid**, and the voter is otherwise qualified to do so, the voter shall be permitted to vote a regular ballot. Regardless of the determination, the voter retains the right to vote a provisional ballot.

Section Seven

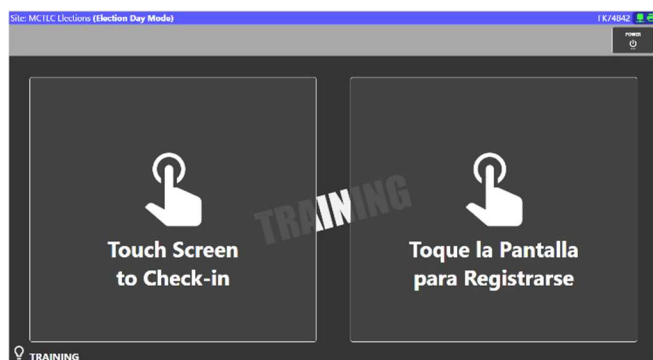
Updating Voter Registration

If a voter's name or address changed and has not been updated on his or her voter registration, the Voter Registration Clerk is able to assist that voter by helping to update that name or address using the SiteBook. This will update the voter's registration and allow them to vote a standard ballot.

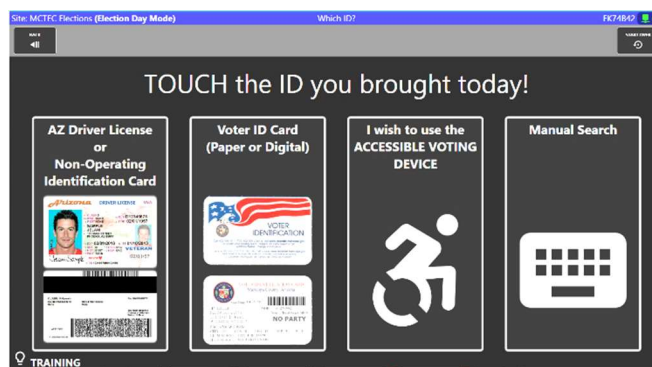
Updating a voter's registration begins in the same way as any check-in. The voter touches the screen to check in and selects the ID that they brought or uses Manual Search to find their voter record. The SiteBook then asks for a confirmation of name and address. If a voter indicates that either the name or the address is not current **and** has ID to support the change, the name or address change process will begin.

Updating Voter Registration

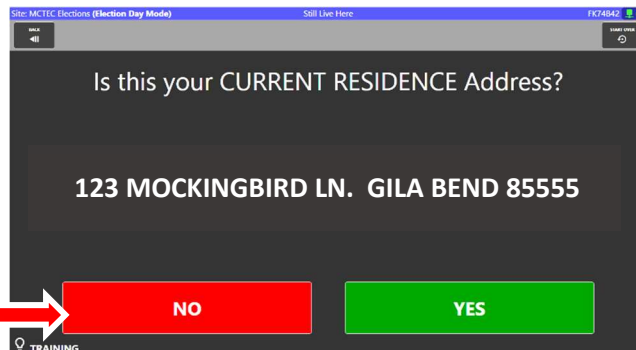
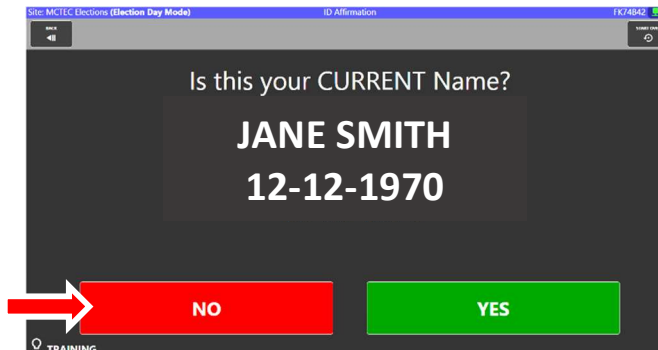
1. Voter touches the SiteBook screen to Check-in (English or Spanish).



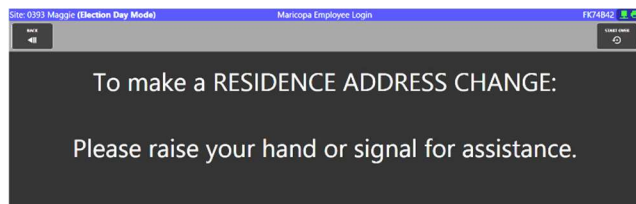
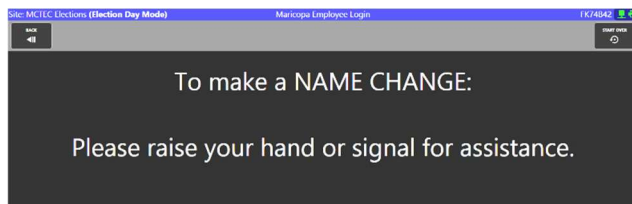
2. The voter begins check in by selecting the type of scannable ID they brought, indicating that they wish to use the Accessible Voting Device, or using manual search.



3. Once the voter's record has been found, the SiteBook will ask for a confirmation of name and address first. If the information on file does not match the voter's current information, this will initiate a voter registration update process.



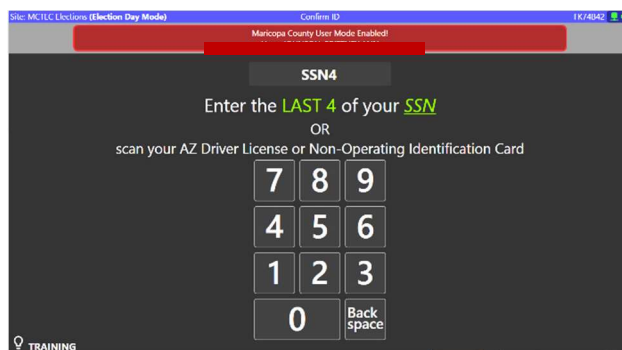
4. Voter Registration Clerk, scan your site badge. Note: If a voter ONLY selects address change, the first screen to appear after a voter inputs the last 4 digits of the SSN will be from step 12.



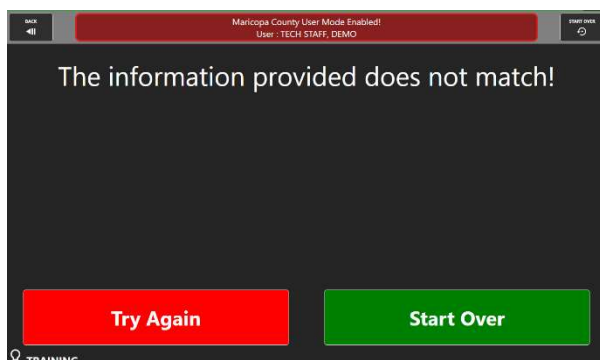
Updating Voter Registration, continued

5. The voter enters the last 4 digits of their social security number or scans their AZ Driver License or ID Card. Proceed to Step 10.

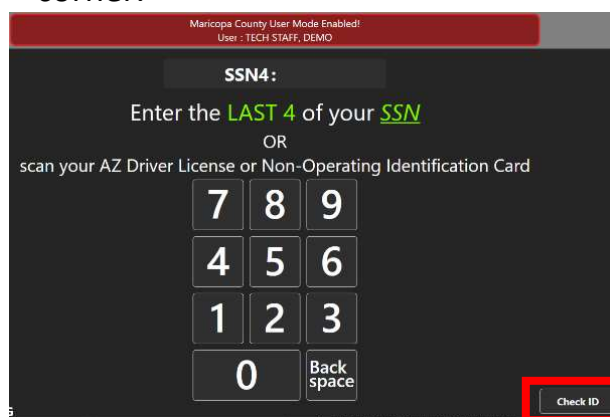
If the voter does not want to enter the last 4 digits of their SSN and has no AZ Driver License or ID, they can enter 4 zeroes (0000). Proceed to Step 6.



6. Info will not match. Press Try Again.



7. Press Check ID in the bottom right corner.



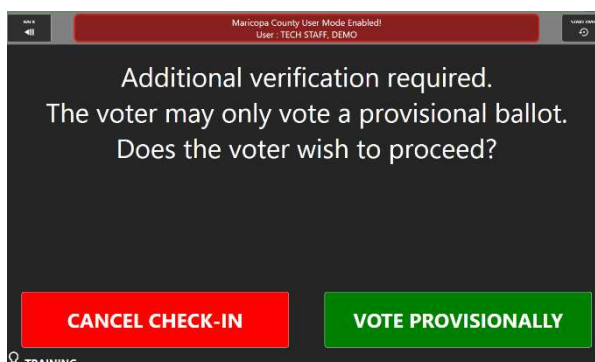
8. Scan your site badge.



The next screen will ask “Does the voter’s ID match?” Since they have not made any changes yet, select **NO**.



9. The voter will have the option to vote provisionally and enter their new information.



Updating Voter Registration, continued

10. For a name change: The voter enters their new information into each box. Double tap a box to clear it and enter new information.

Site: MCTEC Elections (Election Day Mode) Voter Update FK74B42

Maricopa County User Mode Enabled!

First Name Middle Name Last Name Name Suffix Date Of Birth

JANE JONES 12 12 1970

Enter the voter's First Name.

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M

Space Backspace

TRAINING

11. If name is the only change, press **Done** and proceed to step 11. If not, continue by selecting the **Next** button in the top right corner.

Site: MCTEC Elections (Election Day Mode) Voter Update FK74B42

Maricopa County User Mode Enabled!

First Name Middle Name Last Name Name Suffix Date Of Birth

JANE JONES 12 12 1970

Enter the voter's Last Name.

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M

Space Backspace

TRAINING

Done Next

Updating Voter Registration, continued

12. For address change: Voter first enters their House Number.

Site: MCTEC Elections (Election Day Mode) Voter Update FK74B42

Maricopa County User Mode Enabled!

House Number 15115 Street Name SEARCH

DONE NEXT

Enter the voter's House Number!

7 8 9

4 5 6

1 2 3

0 Back space

TRAINING

13. Voter enters their Street name. Do not include N, E, S, W or Ln, St, Ave. For a street number, only include the number (for example, 3rd becomes 3). Touch the **Search** button and select the voter's address from the list.

Site: MCTEC Elections (Election Day Mode) Voter Update FK74B42

Maricopa County User Mode Enabled!

House Number Street Name SEARCH

DONE NEXT

Enter the voter's Street Name!

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M

Space Backspace

TRAINING

Site: Maricopa County Elections Mctec 14135 (Election Day Mode) Voter Update 4GW7122

Maricopa County User Mode Enabled!
User : TECH STAFF, DEMO

Select voter's address.

DONE NEXT

1373
510 W 3RD PL, MESA 85201

1373
510 S 3RD AVE, PHOENIX 85003

Use Map

TRAINING

Updating Voter Registration, continued

14. If the voter's address has a Unit Number, such as an apartment number, select **Yes** and enter. If not, select **No** to continue.

Site: MCTEC Elections (Election Day Mode) Voter Update FK74B42

BACK Maricopa County User Mode Enabled! START OVER

Does the voter's address have a Unit Number?

DONE

No Yes

TRAINING

15. The voter verifies that all the information is correct.

Site: MCTEC Elections (Election Day Mode) Voter Update FK74B42

BACK Maricopa County User Mode Enabled! START OVER

Is the voter information correct?

First Name JANE	Middle Name	Last Name JONES	Name Suffix	Date Of Birth 12 12 1970
Phone Number (999)999 9999	Driver License D0000	SSN 4 1111	Party DEMOCRATIC	
Email Address				
ADDRESS 123 W. SUNSET CIRCLE SUN CITY 85222				Unit Number

Yes

TRAINING

Updating Voter Registration, continued

16. Voter Registration Clerk, select the ID the voter brought. For this process, the address the voter is changing **to** is the current address, and the address they are changing **from** is the former address.

The screenshot shows the 'Voter Update' screen in 'Election Day Mode'. The header includes 'Site: 0393 Maggie (Election Day Mode)', 'ID Types', and 'FK74B42'. A red banner at the top says 'Maricopa County User Mode Enabled!'. The main heading is 'Which form(s) of ID did the voter bring?'. There are four main categories: 'Photo-ID' (with sub-options: Valid AZ driver license, Valid AZ non-operating ID, Tribal enrollment card or other form of tribal ID), 'Voter ID Card' (with sub-options: CURRENT Address, FORMER Address), 'Military ID or U.S. Passport', and 'No ID'. Under 'Photo-ID', the 'Has CURRENT Address' button is highlighted with a red rectangle. Below the categories is a large green 'Continue' button. A 'TRAINING' icon is in the bottom left corner.

17. Voter answers the following questions.

The screenshot shows the 'Voter Update' screen in 'Election Day Mode'. The header includes 'Site: MCTEC Elections (Election Day Mode)', 'Voter Update', and 'FK74B42'. A red banner at the top says 'Maricopa County User Mode Enabled!'. The main heading is 'Would the voter like to receive a ballot in the mail for future elections?'. There are two buttons: a red 'No' button and a green 'Yes' button. A 'TRAINING' icon is in the bottom left corner.

The screenshot shows the 'Voter Update' screen in 'Election Day Mode'. The header includes 'Site: MCTEC Elections (Election Day Mode)', 'Voter Update', and 'FK74B42'. A red banner at the top says 'Maricopa County User Mode Enabled!'. The main heading is 'Would the voter like to work at a polling place in future elections?'. There are two buttons: a red 'No' button and a green 'Yes' button. A 'TRAINING' icon is in the bottom left corner.

Updating Voter Registration, continued

18. Voter signs the signature pad.

Site: MCTEC Elections (Election Day Mode) Signature Pad FK74B42

BACK START OVER

Jane Jones Have the voter sign the signature pad.

Address: 123 W. SUNSET CIRCLE SUN CITY 85222
 Mailing Address:
 DOB: 12-12-1970 Phone: (999)999-9999 DLN: D0000 SSN: 1234 Party: DEMOCRATIC
 Former Name: Former Address:

VOTER DECLARATION – By signing below, I swear or affirm under penalty of perjury that the above information is true and correct, that I reside in the precinct for the address indicated, that I am eligible to vote in this election and that I have not previously voted in this election.

Jane Jones

TRAINING CLEAR CONTINUE

19. Voter verifies that the information is correct.

Site: MCTEC Elections (Election Day Mode) Confirm Affidavit FK74B42

Maricopa County User Mode Enabled!

(1) Please select Early Voting (18 - Early Ballot Drop) or Election Day (19 - Early Ballot Drop) for which I am eligible:
☒ YES I want to automatically receive an early ballot or I want to receive an early ballot.
☐ NO I do not want to automatically receive an early ballot or I want to receive an early ballot.

(2) Last Name: SMITH First Name: KRISTINE Middle Name: Jr./Sr./III
 (3) Address where you live - If no street address, describe residence location using mileage, cross streets, parcel #, subdivision name and lot, or landmarks. Do not use post office box or business address. Draw a map below if located in rural area.
 15674 W MC...
 (4) Apt./Unit/Suite:
 (5) City: GOODYEAR (6) Zip: 85395 (7) Address where you get your mail, if mail is not delivered to your home:
 (8) Last four digits of Social Security Number: 7172 (9) AZ Driver License Number or AZ Nonoperating License Number: 6238698530
 (10) Birth Date (MM/DD/YYYY): 10-10-1974 (11) Telephone number: 6238698530
 (12) Party Preference: ☐ Republican ☒ Democratic ☐ Other
 (13) If you were registered to vote in another state, list former address including county and state:
 (14) E-mail address:
 (15) Are you willing to work at a polling place on election day? ☐ Yes ☒ No
 (16) Are you a citizen of the United States of America? Yes ☒ No ☐
 (17) Will you be 18 years of age on or before election day? Yes ☒ No ☐
 (18) If you checked 'No' to either one of these questions, do not submit this form.
 (19) VOTER DECLARATION - By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT.

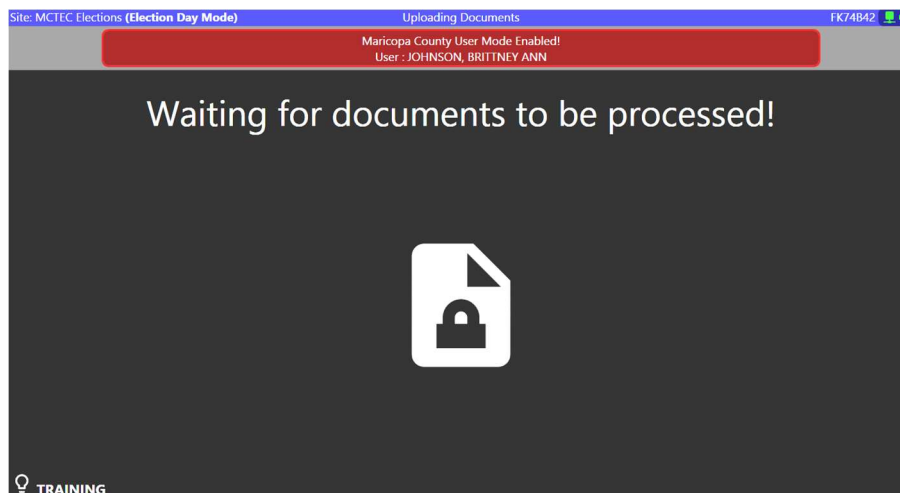
Jane Jones

X SIGN HERE DATE: 02/09/2018 01:21:41 PM

TRAINING There are mistakes The image looks correct

Updating Voter Registration, continued

- 20.** The change is processed. This may take up to a full minute due to the information being processed through secure channels, not through the Internet. After this is complete, the SiteBook will automatically return to the beginning of the voter's check in where the system seeks confirmation of current name and address. See step 4 of Checking in Voters – ID that Scans on **page 78**.



Section Eight

Voting

The Voting Process - After Check-In

The voting process begins as soon as the voter walks in to the voting location. Direct the voter to the SiteBooks to begin the check-in process as outlined in sections 6 and 7 of this manual. When the check-in process is successfully completed, the voter proceeds to Ballot Pick Up Area to receive their voting materials.

In voting locations with BODs, voter materials (ballots, affidavit envelopes or control slips, and any provisional receipts) will print from the BODs.

In a voting location where there is no BOD, preprinted ballots will be available and voter materials (affidavit envelopes or control slips and any provisional receipts) will print from the affidavit printer.

Clerks will need to watch printers closely and load paper and envelopes as needed per **pages 50-55**.

This section focuses on the process of assisting the voter in obtaining their voting materials and casting their ballot successfully.

The Ballot

- The Clerk will remove the items from the printer and verify that the ballot code matches on all items. If there is no BOD at your location, the Clerk will be matching to preprinted ballots. **Note: BOD codes are not unique. Voters may have the same ballot/BOD code if they live in the same area.**
- Before handing the ballot to the voter, confirm with the voter that the affidavit envelope or control slip belongs to them by pointing to the name printed on the envelope or control slip and asking the voter to confirm their name.
- Have the voter sign and date the envelope. Phone number is optional and the voter will only be contacted in case of an issue with the signature.
- "W" fold the ballot and hand it to the voter along with the affidavit envelope, and, if applicable, the provisional ballot receipt. For more information on folding the ballot, see the next page.
- Provide the voter with a Sharpie to mark their ballot, which they can drop into a bucket for used Sharpies before exiting the voting location.
- On Election Day, standard ballots will not need to be folded and will be inserted into the tabulator. An envelope will not be printed unless the voter is issued a provisional ballot.

Voters will vote their ballots by filling in the ovals with the ballot marking pen provided. At the top of the ballot there will be instructions on how to fill in the oval.

ENG 7-0034-00

OFFICIAL BALLOT

TO VOTE: COMPLETELY FILL THE OVAL(S) NEXT TO YOUR CHOICES LIKE BELOW

ELECTION DATE: NOVEMBER 6, 2018
AUGUSTA PRECINCT
COUNTY OF MARICOPA, STATE OF ARIZONA

DOE, JANE

PARTISAN BALLOT

STATE

Vote the oval to the right of the name of each candidate for each partisan office for whom you wish to vote. Do not vote for a person whose name is not printed.

CORPORATION COMMISSIONER

(VOTE FOR NOT MORE THAN 2)

Ballot

BOD CODE: 7-0034-00

133820441277101

MARICOPA COUNTY
FAMOUS NAMES DEMO ELECTION
123 S WINCHESTER ST CHANDLER
SARA JONES

SIGNATURE REQUIRED/FIRMA REQUERIDA

BALLOT WILL NOT BE COUNTED WITHOUT YOUR SIGNATURE. POWERS OF ATTORNEY are not valid for voting purposes.

LA BOLETA NO SE TRAMITAR SIN SU FIRMA. PODER DE ABOGADO no es válido para fines de votación.

(A SIGNATURE REQUIRED / FIRMA REQUERIDA)

(PHONE: if signature is questioned) (TELÉFONO: si la firma es cuestionada)

Affidavit Envelope

CONTROL SLIP

BOARDWORKER: PLACE IN RED BOX

BOD CODE: 7-0034-00

133820441277101

MARICOPA COUNTY
FAMOUS NAMES DEMO ELECTION
123 S WINCHESTER ST CHANDLER
SARA JONES

Control Slip

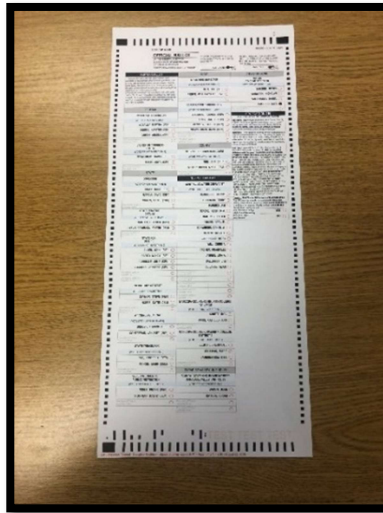
Folding the Ballot

Provisional ballots and early votes must be placed in affidavit envelopes. The ballot should be “W” folded to go into the envelope. There are a couple of reasons for folding the ballot this way.

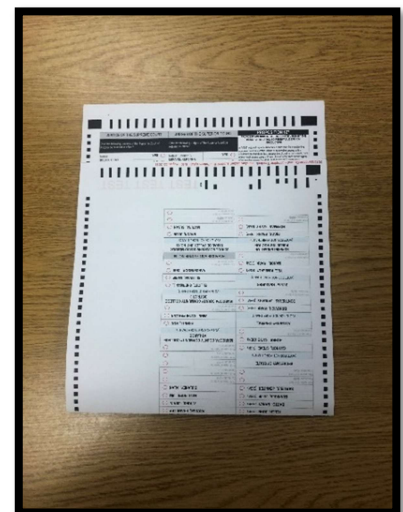
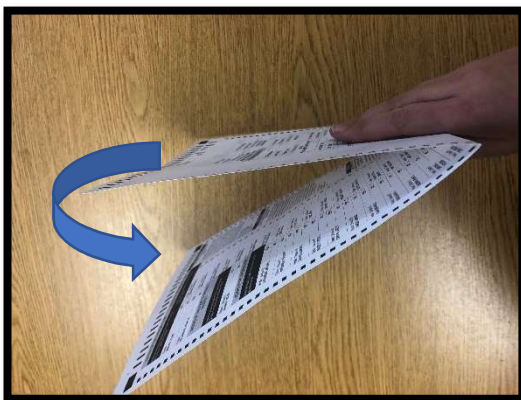
1. The ballot header will be at the top and will hide the voter’s ballot selections.
2. The ballot will drop down into the bottom part of the envelope ensuring the ballot is not cut when the envelope is opened for tabulation.

The “W” fold is not always intuitive, so to prevent any mistakes, the Clerk will “W” fold the ballot prior to handing the ballot to the voter.

Step 1: Begin with an unfolded ballot.

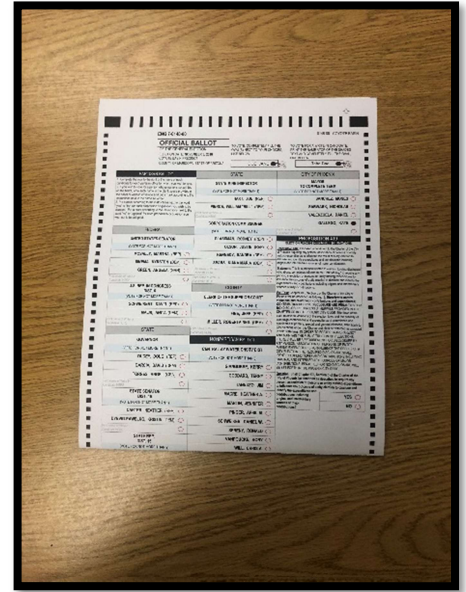
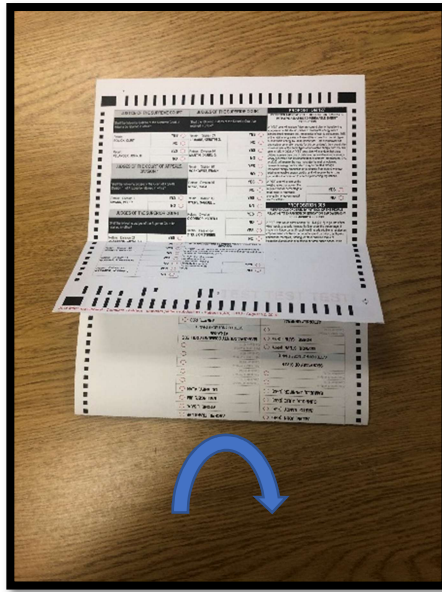
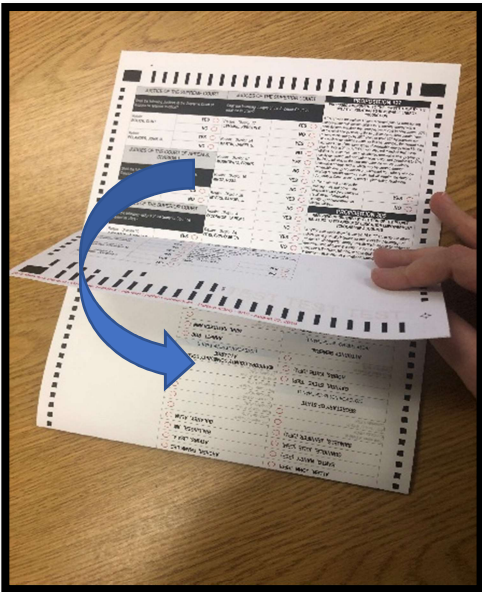


Step 2: Take the bottom of the ballot and fold upwards along the middle to meet the top. The edges do not have to line up.

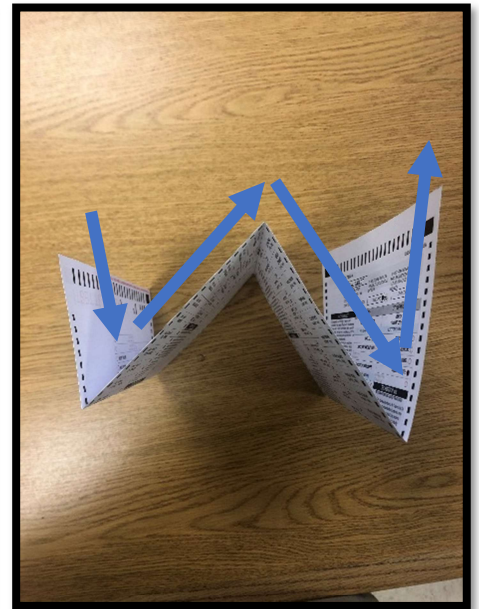
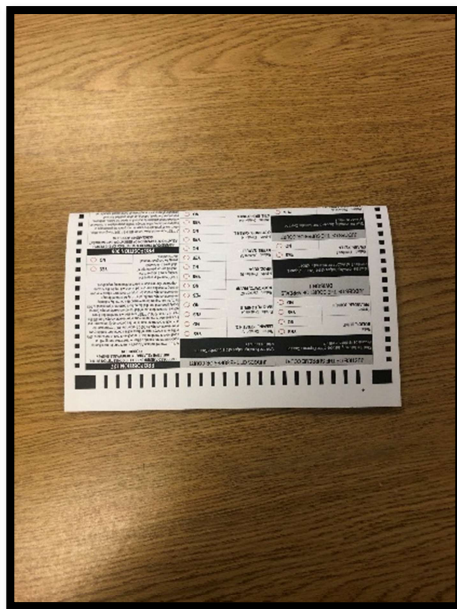
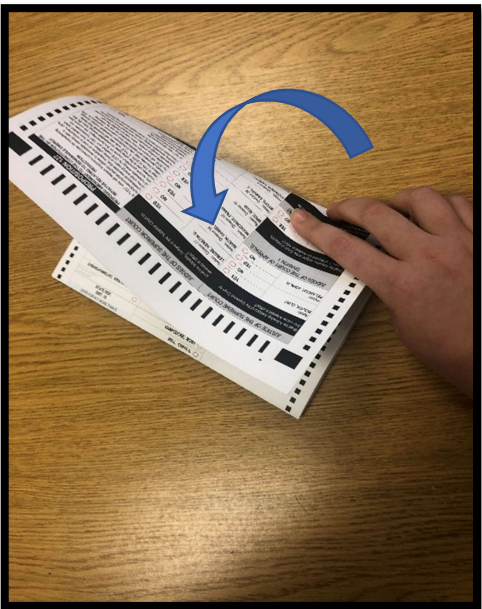


Folding the Ballot, continued

Step 3: Take the top of the front sheet of the ballot. Fold this in half downward. At this point you will still not have touched the top half of the ballot. Now flip the ballot over.



Step 4: Take the top of the half of the ballot now facing you and fold it in half downward to meet the end. The ballot should now make a “W” shape.



The Accessible Voting Device

Activating a Ballot

Using the SiteBook, the voter will check in by touching the **Accessible Voting Device** button on the screen and following the check-in process.

Once the voter's Accessible Voting Device Card Activation Form has printed, ask the voter to verify that their information is correct on both the form and the affidavit envelope. **The Poll Worker maintains possession of the Activation Form.**



The Inspector escorts the voter to the **Accessible Voting Device** and inserts the **Poll Worker Card** into the base of the Accessible Voting Device.

BOD CODE: 1 - 0001 - 00
REP 0001 VHT00 REP CTR123456
1379CUD3A08E135ZVM01
MARICOPA COUNTY
AUG 4 2020 PRIMARY ELECTION
123 ANYWHERE LN P44 PHOENIX
MARY TEST VOTER JR

**ACCESSIBLE VOTING DEVICE
ACTIVATION FORM**

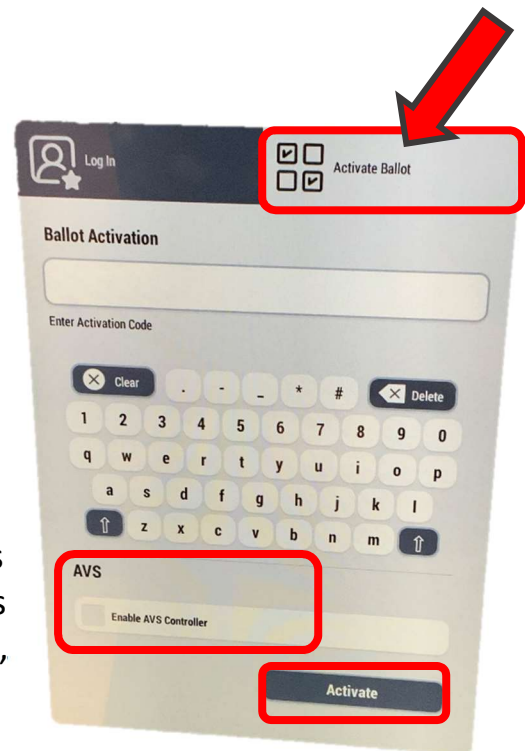
- 1) Insert Poll Worker Card into base of Accessible Voting Device
- 2) Touch "Activate Ballot"
- 3) Enter the **BALLOT CODE** (no dashes): **CODE HERE**
- 4) For AUDIO Assistance touch "Enable AVS Controller"
- 5) Touch "Activate"
- 6) After the ballot has loaded, remove the Poll Worker Card

Above the "Enter Login Code" touchpad, there are two tabs. Touch the tab that reads **Activate Ballot**.

Enter the **BALLOT CODE** from the Activation Form with no dashes. Enter the first of two letters listed at the end of the code. For example, if the code is 7-0001-00 PE, enter 7000100P.

Note: If the voter needs audio assistance or would like to use the controller, touch the checkbox that says "**Enable AVS Controller**" so that a check mark appears in the box. If the voter wants to use the touchscreen, leave the box unchecked.

Then, touch **Activate**.



The Accessible Voting Device, continued

The voter may select an English or Spanish Ballot. If the controller was activated, the voter may also select the type of accommodation desired. Once the ballot is visible on the screen, remove the Poll Worker Card and allow the voter to continue the voting process in private.

For this election, voters will be able to add **Write-ins** to their ballot on the Accessible Voting Device by selecting the write-in option and typing in the candidate's name. Note that when using "Enable AVS Controller" and using the touchscreen the voter needs to select each letter twice to make it appear on the line.

When the voter has made their selections and their paper ballot has printed, instruct the voter to insert the ballot into the Affidavit Envelope and put the envelope in the Envelope Drop Box.

On Election Day, provisional ballots with envelopes will go into the drop box, but voters with standard ballots (no envelope) will insert them into the tabulator. **A provisional ballot from the Accessible Voting Device that was activated with the first letter "P" at the end of the BOD code will not be accepted by the tabulator.** The tabulator will give an Invalid Ballot message rejecting the ballot. The ballot must be inserted into an envelope and dropped into the Envelope Drop Box.

Activation Forms go into the Red Transport Box.

Provisional Voting

Provisional ballots are ballots that must be researched to ensure the voter is eligible to vote in the election before they are able to be counted. Each ballot is researched, and if that provisional ballot is determined to be eligible, it is counted just like a standard ballot. In 2016, over 70 percent of the provisional ballots received by Maricopa County were counted after research.

The voter will be notified of their option to vote provisionally when they are checking in on the SiteBook. The voter will also complete information needed to vote provisionally through the SiteBook. A voter may be offered a provisional ballot for various reasons including, but not limited to, the following:

- Voter cannot be found in the SiteBook
- Voter registration is no longer active or voter is not registered
- Voter already voted an early ballot that has been received and counted
- Voter has already spoiled two (2) standard ballots
- Voter has insufficient ID to vote a standard ballot or has no ID
- Voter is voting in the wrong precinct (applies to polling places, not vote centers)

Regardless of the reason, two items will print on the affidavit printer in addition to the voter's ballot printing from the Ballot on Demand (BOD) printer- the affidavit envelope and the provisional receipt.

Voters can track their provisional ballot at
Recorder.Maricopa.Gov/ProvisionalBallotStatus/.

Affidavit Envelopes

Provisional affidavit envelopes will only print if the voter is offered a provisional ballot. Like the envelopes for standard ballots, the voter's name and address will print on the affidavit envelope. Once the voter has verified the information is correct, the voter will sign, date, and provide a phone number on the front of the envelope. The word "provisional" will be printed on the envelope.

A blank, unprinted envelope **cannot** be used. The envelope must have gone through the affidavit printer in the correct direction and have the voter's name and a barcode printed on it. To ensure the envelope is printed correctly, see [pages 53](#) and [55](#).

MARICOPA COUNTY BALLOT AFFIDAVIT - STATE OF ARIZONA

I declare that the following voter (name of person) has a requested voter in Maricopa County, Arizona. I am not voting at this time in this election in any other county or state and if this is a replacement ballot, that the ballot was lost, spoiled, destroyed or not received. I understand that knowingly voting more than once in any election is a crime and I will not do so. I understand that I will be notified by the county clerk of any problems with my ballot.

IF THE VOTER WAS ASSISTED BY ANOTHER PERSON IN MARKING OR RETURNING THE BALLOT, COMPLETE THE FOLLOWING: I declare under penalty of perjury that the registered voter's request to count the voter's ballot if the ballot was marked or returned by another person is correct. I understand that knowingly voting more than once in any election is a crime and I will not do so. I understand that I will be notified by the county clerk of any problems with my ballot.

Name of Voter Assistant: _____
Address of Voter Assistant: _____

DECLARACIÓN JURADA DE LA BOLSA

Yo declaro que el siguiente votante (nombre de la persona) es un votante registrado en el Condado de Maricopa, Arizona. No estoy votando en esta elección en ningún otro condado o estado y si es un boleto de reemplazo, declaro que el boleto se perdió, se estropeó o no se recibió. Entiendo que votar más de una vez en cualquier elección es un delito y no lo haré. Entiendo que seré notificado por el alguacil del condado de cualquier problema con mi boleto.

SI OTRA PERSONA ASISTE AL VOTANTE O MARCA O DEVUELVE LA BOLSA, COMPLETE LO SIGUIENTE: Yo declaro bajo juramento de que el votante registrado solicitó que se cuente su boleto si el boleto fue marcado o devuelto por otra persona. Entiendo que votar más de una vez en cualquier elección es un delito y no lo haré. Entiendo que seré notificado por el alguacil del condado de cualquier problema con mi boleto.

Nombre del Asistente del Votante: _____
Dirección del Asistente del Votante: _____

BOD CODE: 7 - 5001 - 00

NAME: WALTER WHITE

SIGNATURE REQUIRED/FIRMA REQUERIDA

WALTER WHITE

WITHIN U.S. - MAIL no later than 6 days prior to Election Day (noted on ballot)
Dentro de EE.UU. - HAVE a mail tender 6 días antes del día de la Elección (notado en la bolsa)

If your MAILMANDEL, your ballot will need another. CALL 602-506-1511.
Si marcó su boleto INCORRECTAMENTE y necesita otro, LLAME AL 602-506-1511.

Provisional Receipt

Receipts will print for each provisional ballot. The receipt is given to the voter to check the status of their provisional ballot using the affidavit ID.

The provisional receipt is used to match to the correct affidavit envelope and ballot. Verify that the BOD Code on all three items match and that the name on the provisional receipt and the affidavit envelope match.

This is a sample of a 'Voter's Copy / Copia del Votante' for a provisional ballot. It includes the BOD Code: 7 - 5027 - 00, a barcode, and the name JOHN JAMES DOE JR. A blue arrow points to the Affidavit ID: CGE123456QTCVR. At the bottom, it provides instructions on how to check the status of the ballot by calling 602-506-1511 or visiting the Maricopa County Recorder's website.

<p>This is a sample of a 'Voter's Copy / Copia del Votante' for a provisional ballot. It includes the BOD Code: 7-0034-00, a barcode, and the name WALTER WHITE. It also shows the Affidavit ID: CGE123456QTCVR.</p>	<p>This is a sample of an 'OFFICIAL BALLOT' for Jane Doe. It includes the BOD Code: ENG 7-0034-00, the election date of November 6, 2018, and the name DOE, JANE. It also shows the Affidavit ID: CGE123456QTCVR.</p>	<p>This is a sample of an 'AFFIDAVIT ENVELOPE' for Sara Jones. It includes the BOD Code: 7-0034-00, a barcode, and the name SARA JONES. It also shows the Affidavit ID: CGE123456QTCVR.</p>
Provisional Receipt	Ballot	Affidavit Envelope


Affidavit Envelopes must be signed and dated. Envelopes missing signatures delay the provisional research process. More importantly, a missing signature may mean that the voter's ballot will not be counted.

When handing the folded ballot, the envelope, and the provisional receipt to the voter, make sure to convey the following information:

“Please sign and date your affidavit envelope and add a phone number. The phone number is ONLY in case we must contact you regarding an issue with your ballot signature. To complete your ballot, fill the appropriate ovals with the ballot marking Sharpie. Once you have finished voting, place the ballot in the envelope, seal it, and place it in the Envelope Drop Box.”

Conditional Provisional Voting

If a person is unable to provide sufficient identification, the voter will be offered a conditional provisional ballot. In this situation, the voter has 5 days after Election Day for federal elections and 3 days after jurisdictional elections to provide identification. The Poll Worker will provide the voter with a **Conditional Provisional Sites List**. These will either be available in your supplies or print from the affidavit printer. The voter may choose to bring their identification to the Elections Department, an open city/town clerk's office, or an open voting location. If the voter returns to an open voting location, the Poll Worker completes a **Proof of Identification** form and places it in the Completed Forms Envelope.



PROOF OF IDENTIFICATION

USE THIS FORM IF A VOTER RETURNS TO THE POLLING PLACE WITH
ONE PHOTO ID FROM LIST #1 OR TWO NON-PHOTO IDS FROM LIST #2
OR MIX AND MATCH FROM LISTS #1, #2 AND #3.

PRECINCT/CPC NUMBER: _____

FIRST NAME/PRIME NOMBRE _____ MIDDLE NAME/SEGUNDA NOMBRE _____ LAST NAME/APELLIDO NOMBRE _____

CURRENT RESIDENCE ADDRESS/RESIDENCIA ACTUAL _____

CITY/CIUDAD _____ ZIP/ZONA _____ TELEPHONE/TELEFONA _____

VOTER'S SIGNATURE/FIRMA DEL VOTANTE _____ BOARD WORKER SIGNATURE/FIRMA OFICIAL DE ELECCIONES _____

1/2020 ID PROOF AT POLLS **PLEASE DEPOSIT THIS IN THE COMPLETED FORMS ENVELOPE.**

Curbside Voting

Curbside voting is available for any voter who cannot feasibly enter the voting location. When a voter needing assistance pulls up to the curb or accessible parking space, they may either call the Hotline number or send someone inside to ask for assistance. If the voter calls the Hotline number, County Elections Staff will notify the Inspector by phone that a voter is waiting and provide a description of the voter's vehicle.

1. Marshal

- Takes a Curbside Affidavit out to the voter to get voter's information. The voter completes the affidavit and signs the middle.
- Checks the voter's ID and verifies that it is not expired.
- Brings the completed form to the Inspector.

2. Inspector

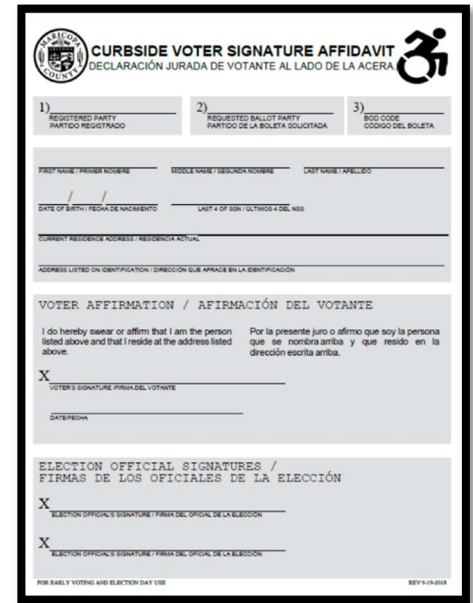
- Uses the completed Curbside Affidavit to check in the voter on the SiteBook.
 - Selects the Manual Search button.
 - Enters the voter's information.
 - When at the signature screen, writes "Curbside" on the signature line.
- Collects the ballot and Affidavit Envelope (if any) and gives them to the Marshal.

3. Marshal with a Poll Worker of a different political affiliation

- Takes these items to the voter in a secrecy folder:
 - Ballot, marking pen, Affidavit Envelope (if any) and Provisional Receipt (if any)
 - "I Voted" sticker
- Allows the voter to make their selections. Once the voter has completed their selections, instructs them to place their ballot:
 - In the Affidavit Envelope (if any), then sign and date the envelope.
 - In the secrecy folder on Election Day if standard ballot with no envelope.
- Returns the ballot or Affidavit Envelope to the secrecy folder. Hands the secrecy folder to the Inspector.

4. Inspector

- Removes the Affidavit Envelope from the secrecy folder and puts it in the Envelope Drop Box, or removes a standard ballot with no envelope from the secrecy folder and inserts it into the tabulator if it's Election Day.
- Ensures the Curbside Affidavit is signed by the two poll workers who assisted the curbside voter and places it in the Completed Forms Envelope.

The image shows a "CURBSIDE VOTER SIGNATURE AFFIDAVIT" form. At the top left is the Seal of the County of San Diego. To the right of the seal is the title "CURBSIDE VOTER SIGNATURE AFFIDAVIT" and its Spanish translation "DECLARACIÓN JURADA DE VOTANTE AL LADO DE LA ACERA". There is also a logo on the top right. The form is divided into several sections. The first section has three numbered boxes: 1) REGISTERED PARTY / PARTIDO REGISTRADO, 2) REQUESTED BALLOT PARTY / PARTIDO DE LA BOLETA SOLICITADA, and 3) BOB CODE / CÓDIGO DEL BOLETA. Below these are fields for FIRST NAME / NOMBRE COGNOME, MIDDLE NAME / NOMBRE COGNOME, and LAST NAME / APELLIDO. There are also fields for DATE OF BIRTH / FECHA DE NACIMIENTO and LAST 4 OF SSN / ULTIMOS 4 DEL NSS. The next section is CURRENT RESIDENCE ADDRESS / RESIDENCIA ACTUAL, followed by ADDRESS LISTED ON IDENTIFICATION / DIRECCIÓN QUE APARECE EN LA IDENTIFICACIÓN. The third section is VOTER AFFIRMATION / AFIRMACIÓN DEL VOTANTE, containing a statement in English and Spanish, a signature line with an "X" mark, and a date field. The fourth section is ELECTION OFFICIAL SIGNATURES / FIRMAS DE LOS OFICIALES DE LA ELECCIÓN, with two signature lines, each with an "X" mark. At the bottom, it says "FOR EARLY VOTING AND ELECTION DAY USE" and "REV 3-19-2018".

Emergency Voting

What is Emergency Voting?

“Emergency” refers to any unforeseen circumstance that would prevent the voter from voting at the polls on Election Day. Eligible voters who experience an emergency between 5:00 p.m. on the Friday preceding the election and 5:00 p.m. on the Monday preceding the election, may vote at an emergency voting center in the manner prescribed by the Board of Supervisors. See A.R.S. §16-542(H).

Before receiving a ballot at an emergency voting location, a voter must provide identification. The voter must also sign a statement under penalty of perjury attesting that they have experienced an emergency preventing them from voting on Election Day. See A.R.S. §16-542(H) and A.R.S. §16-246(F)(2).

What do I tell a voter at my location during Emergency Voting?

Poll Workers should tell voters that this is the emergency voting period. Explain to them that by checking in and signing the Affidavit Envelope, they are attesting that they are experiencing an emergency that will make them unable to vote on Election Day.

Poll Workers should not inquire as to a voter’s specific emergency. If you have provided the explanation above and the voter wishes to continue, check the voter in as you normally would.

Below is the verbiage that appears on the white envelope regarding emergency voting. Verify that you have envelopes with this verbiage prior to the emergency voting period.

FOR EMERGENCY VOTING ONLY

I declare the following under penalty of perjury: I am experiencing, or have experienced, an emergency after 5:00 p.m. on the Friday immediately preceding the election and before 5:00 p.m. on the Monday immediately preceding the election that will prevent me from voting at a polling place.

Spoiling a Ballot

A voter may spoil **two** ballots at a voting location, after which they will be offered a provisional ballot. A ballot will need to be spoiled if a voter has made an error or has overvoted (selected more than one option for any contest such as both “yes” and “no”). Spoiling a ballot is the responsibility of the Inspector, and is the only time any Poll Worker should touch a voter’s ballot after the voter has received it.

If a voter wishes to spoil their ballot and receive a new one, they must check in again using the SiteBook and a Poll Worker must indicate that the original ballot has been spoiled.

If a voter has difficulty completing their ballot, offer the use of the Accessible Voting Device. When using the Accessible Voting Device, the voter can make their selections as many times as needed before finalizing the ballot. This prevents another spoiled ballot.

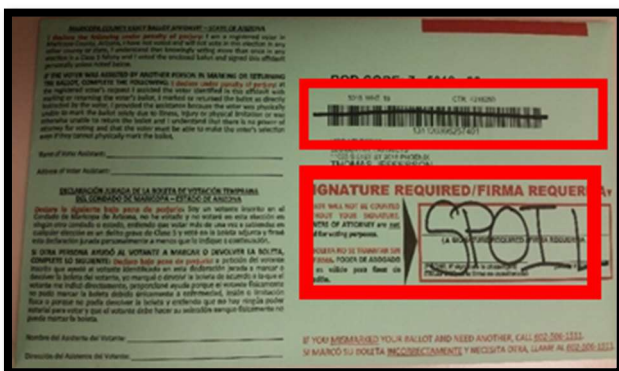
Spoiling the Ballot

Once the voter has handed you the ballot they wish to spoil, make the following marks **on the ballot**.

Mark through the timer marks on the top and bottom of the ballot.

Write the word “SPOIL” in all capital letters diagonally across the ballot in large print.

Do not tear the ballot. Place it in the Clear Official so that it is ready for audit.



Spoiling the Envelope

Draw a line through the barcode.

Write the word “SPOIL” in all capital letters in the Red Signature Box.

Do not tear the envelope. Place it in the Clear Official so that it is ready for audit.

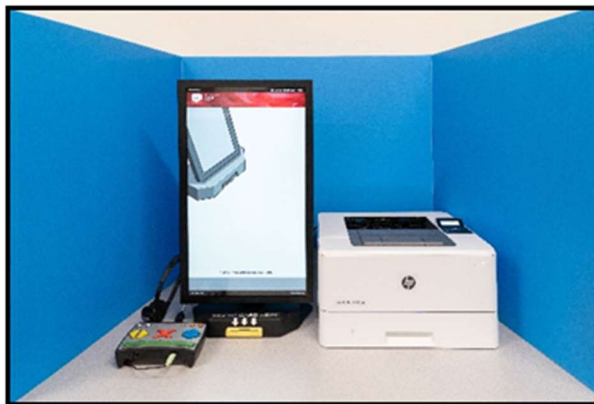
Section Nine

Nightly Closing

Nightly closing is for locations that are open during early and emergency voting. Poll Workers will begin nightly closing after all voters have left the voting location.

Accessible Voting Device Nightly Procedure

- ☐ Ensure that the Inspector has the Poll Worker Card. The card should never be left in the device.
- ☐ Leave the device powered **ON** at all times.
- ☐ Shield the device using the Privacy Screen.



Nightly Closing Checklist

Inspector/Judges:

- ☐ Ensure ALL VOTERS have left the Vote Center BEFORE starting closing procedures. Then, you may delegate tasks to each of the Poll Workers.
- ☐ Ensure Accessible Voting Device is left **on** and shielded with the privacy screen.
- ☐ Verify that these items are placed out of sight:
 - Unused affidavit envelopes
 - Unused ballots from the printer feed tray
- ☐ Confirm that all staff have completed their closing tasks.
- ☐ Assist all Poll Workers with Clock-Out procedures, and Restart Application on every SiteBook.
- ☐ Before leaving the site, confirm that you have all of your entrusted keys/cards.

Marshal:

- ☐ Announce at closing time that the polls are closed.
- ☐ Stand at the end of the line until the last voter has used the SiteBook.
- ☐ Bring in all signage from outside.
- ☐ Pull the Red Curbside Voting Stand away from the curb and out of view where the phone number will not be seen during closed hours.

Clerks:

- ☐ Place unused affidavit envelopes under the table.
- ☐ Place unused blank ballots that were in the printer feed tray under the table.

Section Ten

Election Day

The Tabulators should be set up on Monday, the day before Election Day, and ready for the opening of the polls (see **pages 64-66**).

Election Day Checklist

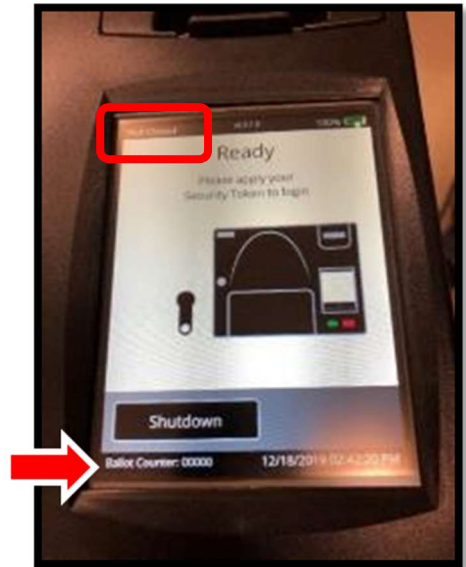
Before opening on Election Day (Tuesday, November 3), ensure these tasks have been completed.

- ☐ Opening the Voting Location procedures starting on **page 67**
- ☐ Complete the Precinct Ballot Report Opening Polls section (sample on **page 149**)
- ☐ Open the Tabulators per instructions starting on **page 116**

Open the Tabulators

1. Tabulators should be turned on and at the Ready screen since you set them up yesterday and confirmed that the bottom left corner read “Ballot Counter: 00000.” If not, see **pages 64-66** for instructions.

Confirm that the screen reads “Poll Closed” in the upper left corner.



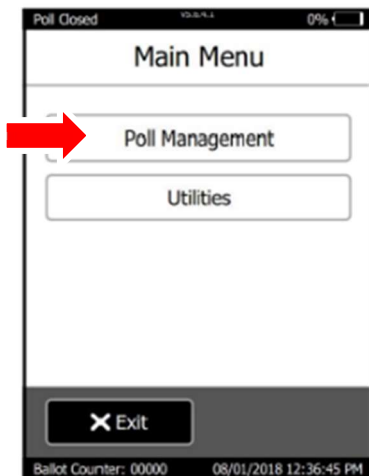
2. Place the black Security Key against the Security Key button area on the top left of the tabulator. The Main Menu screen will appear.



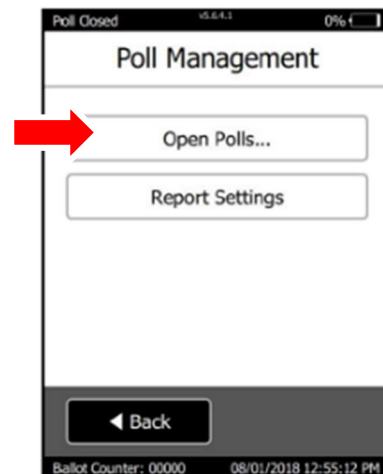
Open the Tabulator continues on next page.

Open the Tabulator, continued

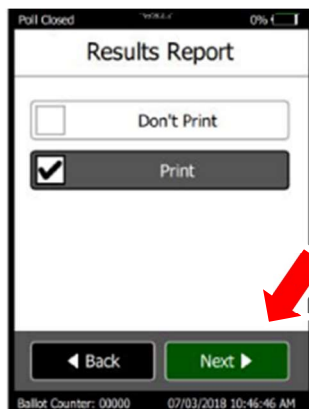
3. Tap **Poll Management** and enter your password



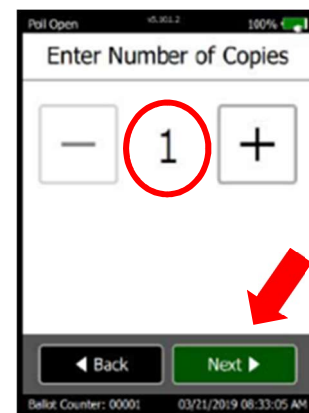
4. From the Poll Management screen, tap **Open Polls...**



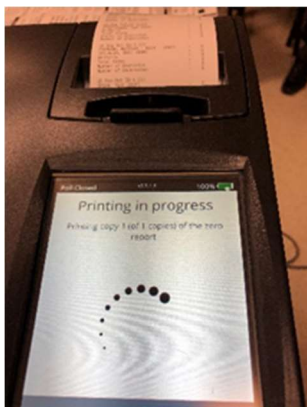
5. Print the Report and select **Next**.



6. On the page that shows, choose 1 copy and click **Next**.



7. The message "Printing in progress" will appear as the thermal report printer prints the "zero report."



8. The Open Poll Confirmation screen will appear. Confirm that you wish to open the poll.



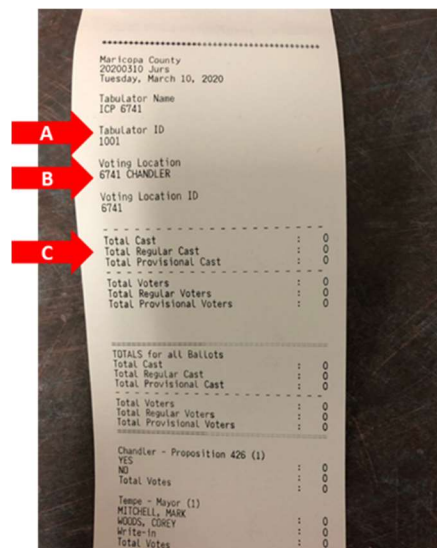
Open the Tabulators continues on next page.

Open the Tabulators, continued

9. Confirm the following:

- a. Report header displays the correct facility number and voting location name and/or District number
- b. Serial number matches the tabulator's serial number, located on the right hand side of tabulator
- c. Total Scanned is zero and Total Voters is zero

Leave the zero report attached to the tabulator. At the end of the night when the first results tape prints it will be one continuous report to be placed into the Clear Bubble Pack.

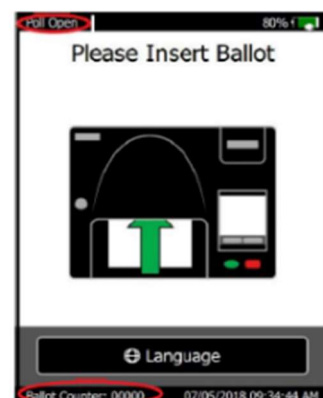


10. Touch **Continue** and polls will open.

11. From the lower left-hand corner of the Please Insert Ballot screen, ensure the Ballot Counter field displays 00000.

12. The Please Insert Ballot screen will appear.

13. Repeat steps 1-14 above on the second tabulator.



Both tabulators are now ready to accept ballots.

Standard Ballots and Control Slips

Vote Centers have been open prior to Election Day and all ballots have been inserted into Affidavit Envelopes and dropped into the Envelope Drop Box during the early and emergency voting periods.

Election Day means a transition to using the tabulators for voters to submit standard ballots. Instead of an Affidavit Envelope printing for a standard ballot, a control slip will print. Once the control slip is used to identify the voter's ballot and the ballot is issued to the voter, the control slip can be dropped into the red transport box.

Provisional ballots will continue to be inserted into Affidavit Envelopes and dropped into the Envelope Drop Box.

Poll Workers will need to ensure the following:

- Clerks ensure that a provisional ballot is folded ("W" fold) before the voter leaves the ballot pick up area, and that the voter has signed and dated their Affidavit Envelope.
- Marshals ensure that no provisional ballots are submitted to the tabulators. Watch for folded ballots and envelopes. If you see a voter with a folded ballot, ask if they were provided with an envelope. Direct these voters to the Envelope Drop Box.
- Inspectors ensure that any voter using the Accessible Voting Device that is voting provisionally fold their ballot and insert it into their Affidavit Envelope. Provisional ballots printed from the Accessible Voting Device printer must not be submitted to the tabulators.
- Poll Workers ensure that only Affidavit Envelopes that are signed, dated, and sealed are dropped into the Envelope Drop Box.

Monitoring the Tabulators

The **Marshal** is in charge of monitoring the tabulators.

The tabulator is the black unit on top of the ballot tub. Voters will insert their completed, standard ballots into the front of the tabulator. The machine will read, tabulate, and capture digital images of the ballots, which will be saved to the memory cards in the Administrator and Poll Worker doors.

Ballots that are read by the tabulator will drop into the area behind Doors #1 and #2. The screen will alert the voter whether or not the ballot has been cast successfully.



Standard Ballots



Standard Ballots



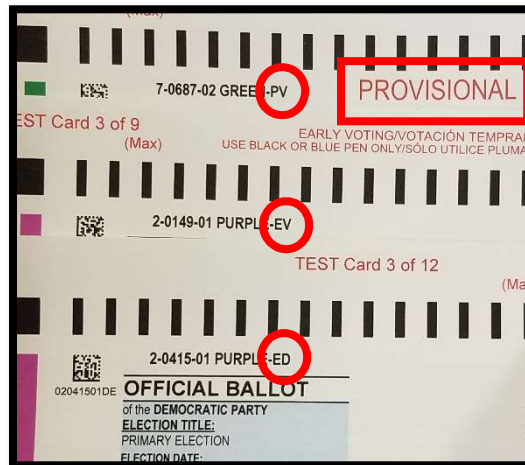
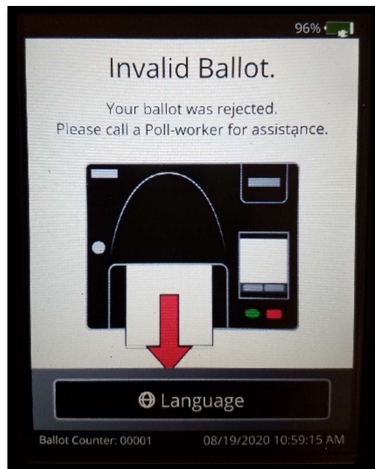
Misread Ballots

If the ballot has not been cast successfully, the ballot is likely blank or overvoted. If this is the case, the buttons below the screen (**Cast-Green Oval**, **Return-Red Rectangle**) will light up and the Marshal will alert the voter that they have a decision to make and refer them to the screen, which will have more information. The voter may need to use arrow buttons to scroll down to read all of the information. From there, the voter may decide to press the **Return** button to either mark their ballot or spoil their ballot and receive a new one, or press the **Cast** button to cast their ballot as is.

Monitoring the Tabulators, continued

Invalid Ballots

If the ballot is being rejected by the tabulator as an Invalid Ballot, check the top of the ballot for the words “**Early**” or “**Provisional**” or letters at the end of the BOD code (**PV**=Provisional, **EV**=Early Voting, **ED**=Election Day). Only EDs will be accepted. PVs and EVs will not be accepted by the tabulators and must go into Affidavit Envelopes.



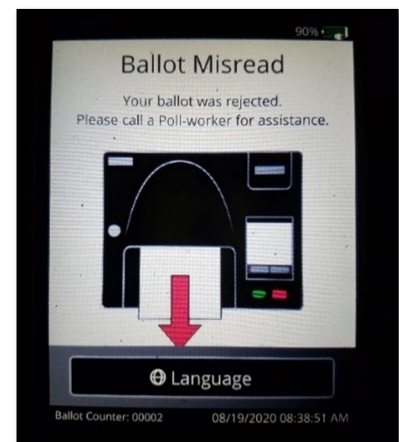
Ballot 1=PV

Ballot 2=EV

Ballot 3=ED

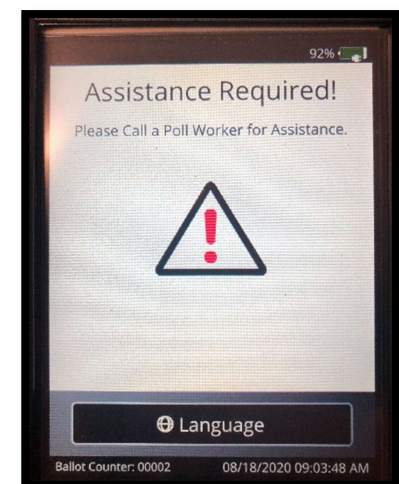
Misread Ballots

If you see a Ballot Misread message, ask the voter to submit the ballot in different directions first (backwards, face down, etc.). If the ballot continues to be misread, give the voter the option to have the ballot spoiled and check in again for a new ballot or insert the ballot into Door #3. (This also applies if a voter does not wish to spoil their ballot.) These ballots will go into the Misread Ballots Envelope to be tabulated by the Elections Department. Please be sure the Misread Ballots Envelope has your location on the envelope either with a location sticker or written by a Poll Worker. If you begin having multiple misread ballots, contact your Troubleshooter to replace the tabulator.



Assistance Required

If you see the Assistance Required message, the ballot may be jammed. Contact your Troubleshooter or the Hotline at 602-506-2010 for assistance.



Section Eleven

Election Night Only

- Election Night Only (Tuesday, November 3)
- Before beginning the Election Night Closing procedures in this section ensure that all voters have finished voting.
- Be sure you have completed the Closing Polls section of the Precinct Ballot Report before shutting down any equipment (**page 149**).
- Do not seal any envelopes, bubble packs, boxes or bags until you are certain you will no longer need your cards, keys, or site badges.
- Remember to clock out. One hour of pay will be added.
- If your Receiving Site is more than 10 miles away, pack up your voting location and complete all closing tasks prior to heading to your receiving site.
- If your Receiving Site is less than 10 miles away:
 - All Poll Workers should work together to complete the Delivery Drop Off Checklist (**page 124**) first.
 - Once complete, two (2) Poll Workers of different party affiliations will take ALL items on the Delivery Drop Off Checklist (including ballots and memory cards) to the Receiving Site, drop them off, and return to the voting location to complete the remaining closing tasks.
 - Remaining Poll Workers will continue packing during this time.
 - Once the two (2) Poll Workers return and all packing is complete, everyone can leave the voting location.
- Receiving Site: Look for a white box truck and a flashing amber light above a sign marked “Elections Receiving Site.”

Inspector/Judge Closing Checklist

- ☐ Assign a Poll Worker to close and pack the Accessible Voting Device (**pages 133-135**)
- ☐ Verify that all Poll Workers have begun their appropriate position's closing checklist (**pages 125-126**)
- ☐ Begin Closing Polls section of the Precinct Ballot Report
- ☐ Close the Tabulators (**pages 127-129**)
- ☐ Pack the Black Canvas Bag and Clear Bubble Pack (**pages 130-132**)
- ☐ Verify that the Clerks have packed the transport boxes with the **BLUE** lids and completed their closing checklist (**page 126**)
- ☐ Clock out all Poll Workers before shutting down and packing the SiteBooks and MoFi.
NOTE: One hour will be added to all Poll Workers' clock out time for pay purposes.
(**pages 136-138**)
- ☐ Pack the **RED** transport box using the Delivery Drop Off Checklist and ensure all items on the checklist are complete (**page 124**)
- ☐ Call your Troubleshooter before leaving for the Receiving Site
- ☐ Bring the Clear Bubble Pack, Black Canvas Bag, and **RED** and **BLUE** transport boxes to the Receiving Site

NOTE: Delivery must be done with either two (2) people with different political affiliations or a Deputy Registrar alone.

- ☐ Shut down any Ballot on Demand Systems and Printers (**page 139**)
- ☐ Verify that the Marshal has completed their closing checklist (**page 125**)
- ☐ Verify all items are packed in the yellow/green bags according to the packing checklist (**page 140**)
- ☐ Stack all election supplies as neatly as possible in the corner of the room

Delivery Drop Off Checklist

Do NOT leave until you have spoken to your Troubleshooter and they have released you to go to your Receiving Site.

Upon completion of the checklist below, the Inspector and a Poll Worker of a different party, OR a Deputy Registrar (DR) alone will take these 4 items to the designated Receiving Site.

1. The sealed Bubble Pack with items from BOTH tabulators:

- ☐ **Poll Worker** Results Memory Cards
- ☐ Inspector wristlet with keys
- ☐ Totals Tapes #1



2. Packed and sealed **RED** transport box:

- ☐ All Site Badges
- ☐ Control Slips
- ☐ Accessible Voting Device Activation Forms
- ☐ Accessible Voting Device Poll Worker Card
- ☐ Completed Forms Envelope (with location label)
- ☐ Clear Official (with location label)
- ☐ Completed Precinct Ballot Report (with location label)



3. Packed and sealed **BLUE** transport box:

- ☐ Early Ballots (including braille or large print ballots in manila envelopes)
- ☐ Completed Provisionals
- ☐ Misread Ballots Envelope (with location label) with any ballots from Door #3 of tabulator box and any loose ballots from the Envelope Drop Box



4. Packed and sealed **BLACK** canvas bag with items from BOTH tabulators

- ☐ Voted ballots
- ☐ Totals Tapes #2



You are now ready to contact your Troubleshooter so they can release you to go to your Receiving Site.

Marshal Closing Checklist

- ☐ 60 minutes before, 30 minutes, 15 minutes, 1 minute before, and at 7:00pm announce: "The polls will be closing in XX minutes / are now closed." **Required by Arizona Law.**
- ☐ If a line has formed, stand at the end of the line of people waiting to vote until the last voter has used the SiteBook. Anyone in front of you is eligible to vote. Any one that arrives after you should be kindly informed that they are too late and not eligible.
- ☐ At 7pm, if there are more than 6 people in line to vote, call the Hotline at 602-506-2010. **Report zero (0) wait time when the last voter leaves.**
- ☐ Remove and bring in all signage from outside. Place in a corner of the voting location with the other supplies.



- Orange and Yellow Sandwich Boards
- Any paper signs taped to walls/windows
- Accessible parking signs (if any)
- Red curbside standing signs

- ☐ Remove all interior signage that is posted.



- Sample ballots
- Instructions To Voters And Elections Officers
- No Smoking
- Required ID

- ☐ Break down and pack up the voting booths (**page 141**)

Clerk/Voter Registration Clerk Closing Checklist

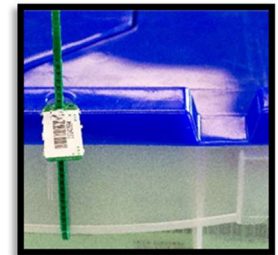
- ☐ Report zero (0) wait time when the last voter leaves.
- ☐ Take one **BLUE** transport box over to the Envelope Drop Box to begin the ballot transport process.
- ☐ Using the Inspector's gold key, unlock both sides of the envelope drop-box and with two people remove the top. (**Not pulling out from the individual doors**)
- ☐ Place all of the Affidavit Envelopes, including provisional ballots, from the Envelope Drop Box into the **BLUE** transport box. Stack envelopes upright to fit as many into the box as possible.



- ☐ Place any loose ballots from the Envelope Drop Box in the Misread Ballots Envelope and place it in the **BLUE** transport box.
- ☐ Once a **BLUE** transport box is full, fill the second box if needed.
- ☐ Seal both sides of the **BLUE** transport box/boxes with beaded seals.



If ONLY ONE blue transport box is full, use BOTH SETS (four seals total) of zip seals to seal the box (this ensures all seals are returned). If there are TWO blue lid transport boxes full, use ONE SET of zip seals on each box



- ☐ Place loose papers from the Envelope Drop Box in the Completed Forms Envelope and place the envelope in the **RED** transport box.
- ☐ Pack unused/leftover supplies, forms, documents and cleaning supplies in bags/boxes accordingly.

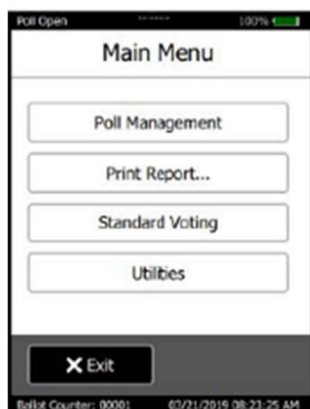
Inspector - Close the Tabulators

1. Before closing the tabulators, pull the Misread Ballots from Door #3 and attempt to submit them through the tabulator again. If they misread again, place in Misread Ballots Envelope (with location label) and give to Clerks to place into the **BLUE** transport box.

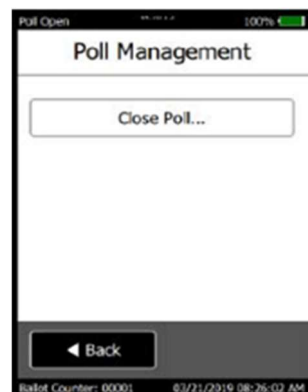
2. Place the black Security Key against the Security Key receptacle to access the Main Menu.



3. Tap **Poll Management**.



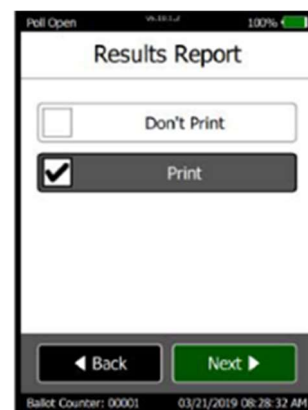
4. Tap **Close Poll**.



5. The “Please Enter Password” screen appears. Enter the password from your Inspector packet and tap “Enter.”



6. The “Results Report” screen appears. Ensure **Print** check box selected. Tap **Next**.



Close the Tabulators continued on next page.

Close the Tabulators, continued

7. The “Enter Number of Copies” screen appears. Tap “+” or “-” to select two (2) copies to be printed of the Results report. Tap NEXT.



8. The “Close Poll Confirmation” screen appears. Record the **Ballot Counter number** from the lower left part of the screen for your **Precinct Ballot Report**. Tap Confirm. The poll is now closed.



9. The “Printing in progress” screen appears. Ensure that the message “Poll Closed” shows in the upper left-hand corner. Tap EXIT and you will be returned to the “Ready” screen.



10. The specified number of Reports is printed by the thermal printer. These are your Totals Tapes.

Tear off the Result Reports and process as follows:

- Place the first copy of the Results Report (this will be continuous with the zero report from earlier in the day) in the **Clear Bubble Pack**.
- Place the second copy of the Results Report in the **Black Ballot Bag**.

11. Tap Shutdown twice and unit will emit several beeps before shutting down.
NOTE: You must ensure unit is COMPLETELY SHUT DOWN prior to removing the memory card from the Poll Worker Door.

12. Repeat steps 1-8 above on your second tabulator.

Close the Tabulators, continued

Change the Paper Roll

If the tabulator runs out of tape before printing all of your results reports, you will need to change the roll of paper in the tabulator. A spare roll is included in your Supplies.

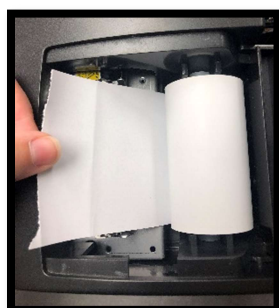
1. Remove the sticker seal from the door and open it.
2. Pull up on the pressure roller to remove it.



3. Remove the empty black spool from the old paper roll and discard.
4. Put the new paper roll on the white spindle with the end of the paper coming up from the bottom toward the front of the tabulator and place in receptacle.



5. If you are at the front of the tabulator, pull the tape toward you and install the pressure roller over the tape with the white cog to the left.



6. Feed the paper through the opening in the door and close it.

Pack the Black Bag

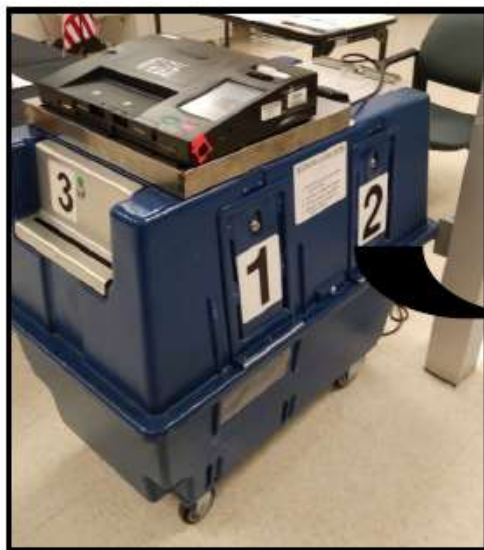
BLACK BAG

**DO NOT PLACE ANY OTHER SUPPLIES IN THIS BAG
OTHER THAN THE ITEMS LISTED BELOW**

TOTALS TAPE #2



VOTED BALLOTS ONLY
**from DOOR #2 of the
BALLOT BOX**



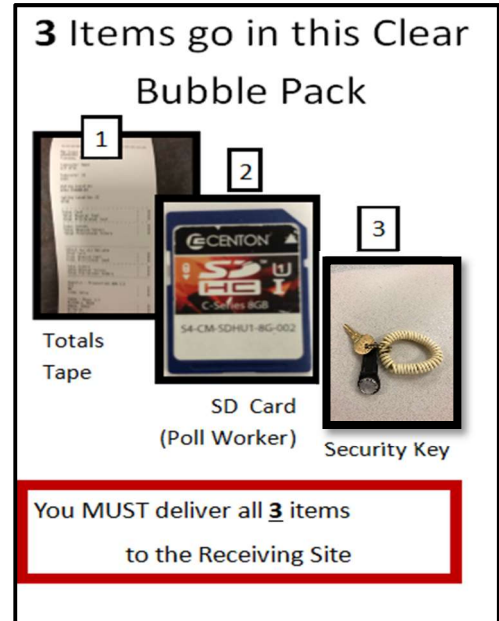
*Seal the black bag with a zip tie seal.
Note the seal number on the Precinct Ballot Report.*

Pack the Clear Bubble Pack

The **Clear Bubble Pack** will contain the information relating to the results of the election at your voting location. Therefore it is **critical to assemble and return correctly**.

The following items will go into the Clear Bubble Pack.

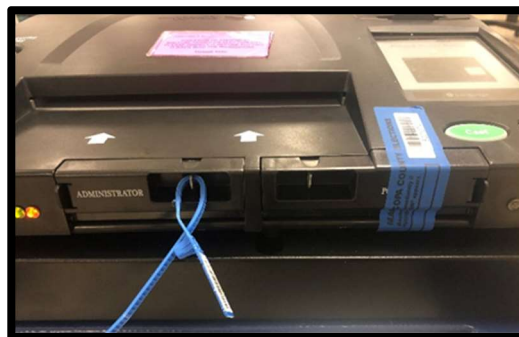
1. **Results Report/Totals Tape #1 from BOTH Tabulators**
2. **Poll Worker Results Memory Card from BOTH Tabulators**
3. **Wristlet with Ballot Box Key and Security Key**



Removing the Results Memory Card

Memory cards from all voting locations are critical to providing results for contests at the end of Election Day. There are two (2) doors on the front of the tabulator. Complete the steps below for BOTH tabulators.

The “Administrator” door is on the left. This door will have a zip tie seal on it. **Do NOT open this door for any reason.**



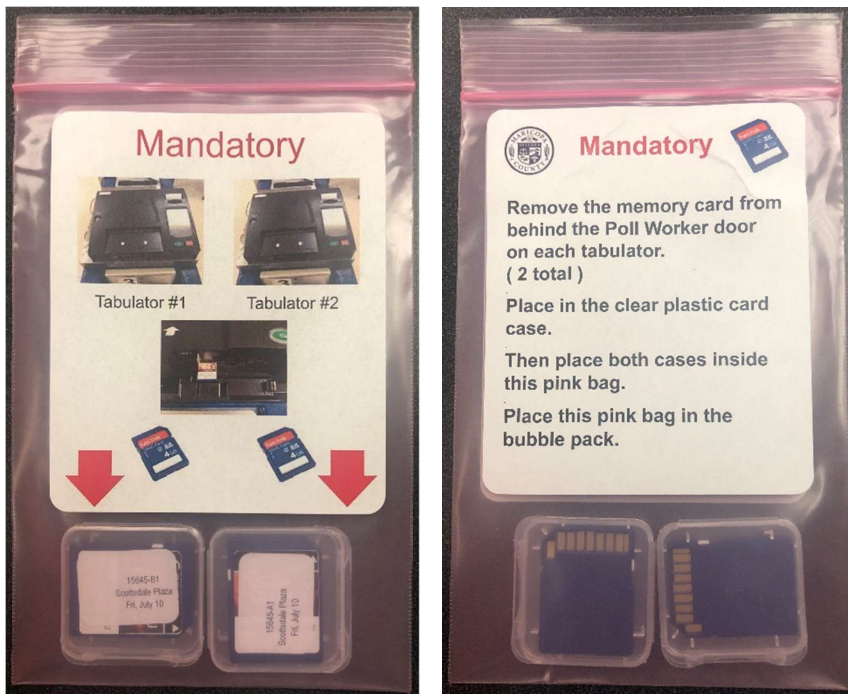
The “Poll Worker” door is on the right. This door will have a tamper evident sticker seal. If this seal accidentally becomes broken during the day, **call the Hotline at 602-506-2010.**

1. Ensure the unit is powered off.
2. Peel the sticker seal off of the “Poll Worker” door and adhere it to the back of the Precinct Ballot Report. (See **page 149** for sample.)
3. Open the Poll Worker door.
4. Press the **Results Memory Card** in slightly and release. The card will eject.

Pack the Clear Bubble Pack continues on the next page

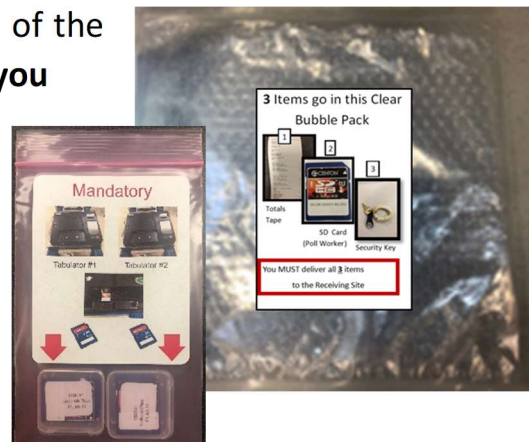
Pack the Clear Bubble Pack, continued

5. Place the **Results Memory Card** from each tabulator in one of the clear plastic card cases found in the **PINK** zip lock bag and close it.
6. Place the card cases into the **PINK** zip lock bag.
7. The **PINK** zip lock bag should now contain the Poll Worker Results Memory Cards from BOTH tabulators. (The front and back of a packed pink zip lock bag is shown below.)



8. Close the **PINK** zip lock bag and place it into the Clear Bubble Pack.
9. Place the Results Reports/Totals Tapes #1 from BOTH tabulators.
10. Finally, place the Inspector's **wristlet** with the ballot box key and security key into the pack.

The Clear Bubble Pack will be transported with all of the other bags and boxes to the Receiving Site. **When you arrive, be sure to give the bubble pack directly to the Receiving Site workers.**



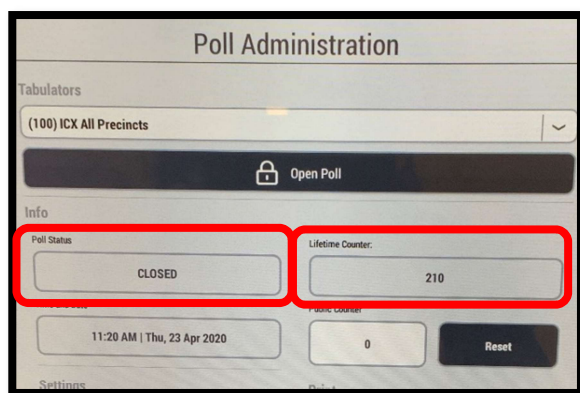
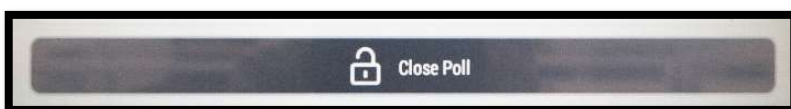
Close the Accessible Voting Device

Inspector, assign this task to a Poll Worker. Two numbers will be needed for the **Precinct Ballot Report: Lifetime Counter and Total ballots printed.**

Remove the **blue privacy screen** and place it with the Supplies.

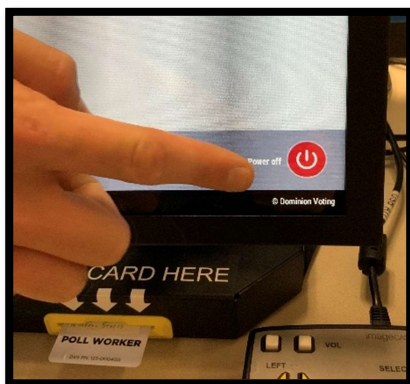
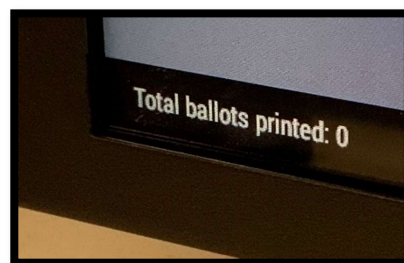
Insert the Inspector's **Poll Worker Card** into the base of the **Accessible Voting Device Screen.**

Enter the **Login Pin** that you received as part of your Inspector Packet and touch the **Close Poll** button, then touch **Yes** to confirm.



Verify on the screen that the Poll Status states **"Closed"** and record the **Lifetime Counter** number on the right side of the screen on the Precinct Ballot Report.

Record the number of ballots cast on the Accessible Voting Device throughout the day using the **Total Ballots Printed** counter in the bottom left corner of the screen on the Precinct Ballot Report.



On the bottom right of the screen, touch the red **Power off** button, tap "Yes," and turn off the Accessible Voting Device.

Remove the **Poll Worker Card** and return it to the Inspector.

Unplug the Accessible Voting Device.

Pack the Accessible Voting Device

Pack the Printer

Unplug the BMD cable and power cord from the backside of the printer.

Unplug the power cord from the backside of the printer and then from the power supply.

Place the **printer bag** on the floor.

With two (2) people, **lift and place the printer** in the bag and secure it using the Velcro straps.

Place the **printer power cable** in the bag with the printer and **zip closed**. This bag does not require a seal



Pack the ATI Controller and Headset

Unplug the green audio headset from the Controller, wrap the cord and place the headset in the audio bag.

Unplug the ATI cable from the Controller. Press the tab on the cable before pulling. Place the Controller in the audio bag.

Zip closed the audio bag and place it inside the rolling printer bag. This bag does not require a seal.



Pack the Accessible Voting Device, continued

Pack the Touchscreen

Unplug the power cord from the power supply and then from the back of the Accessible Voting Device.



On the backside of the Accessible Voting Device, neatly coil both the BMD cable and USB ATI cables together.



Open the Accessible Voting Device bag and place on floor. Replace the plastic bag cover and foam protectors on both sides of the Accessible Voting Device. Carefully place the Accessible Voting Device back in the rolling bag so that the screen is facing up and the base is towards the wheels. Use two people if needed.



Place the Accessible Voting Device power cord in the bag behind the top of the screen. Do not place the cord on the face of the screen.



Zip the rolling bag closed and place with the equipment that is to be picked up. This bag does not require a seal.

Fold the privacy screen and place with other equipment for pick up.

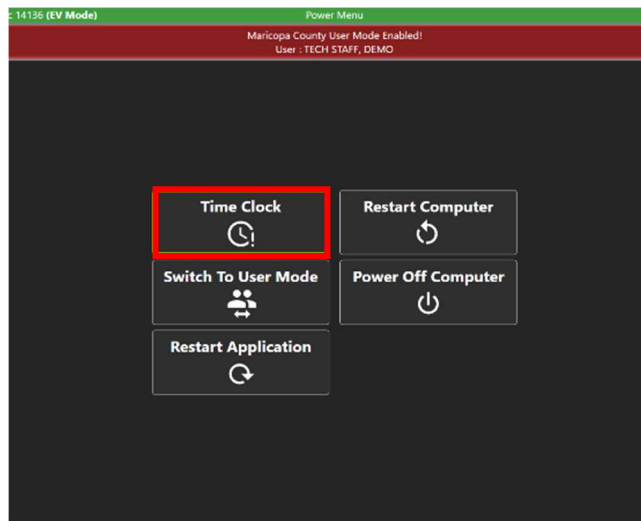


Clock Out/Close SiteBooks

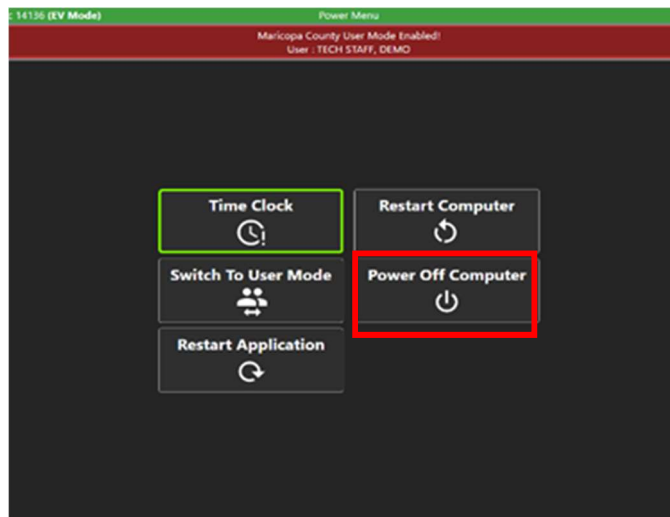
Clock out all Poll Workers. To do this, press the **Power** button at the top right hand corner of the “Touch to Check In” screen.

Scan a Site Badge, select the **Time Clock** button.

From this screen, Poll Workers clock out. One hour will be added to all Poll Workers clock out to allow for time to complete closing procedures.



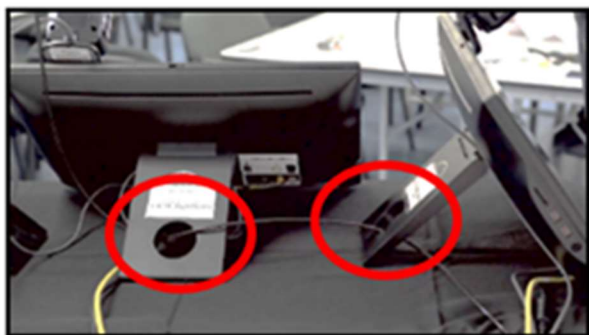
After clocking out all workers, touch **Power Off Computer** on all SiteBooks. This is located on the same screen with the Time Clock button.



Pack SiteBooks/MoFi

On the cable lock, turn the number until the code given in the Inspector packet shows on the side with the yellow indicator.

Press the black button on the lock to unlock and remove the cable.



Remove the locking cable from the SiteBook kickstands and table leg.



Unplug all cords from the power strip.



Remove the scanners from the front of the SiteBooks. Wrap the cords on all scanners using the Velcro strap.



Place SiteBook face down on open SiteBook case. Unplug all cables from the back. Repeat this process until all SiteBooks are completely unplugged.



Pack SiteBooks, continued



Snap closed **all four locks** on the SiteBook case and pull down on all straps to tighten.

Packed SiteBooks can be stacked in any blue ballot box.



Remove the power cable and yellow network cables from the MoFi, unscrew the MoFi Paddles, and wrap up the power cord.

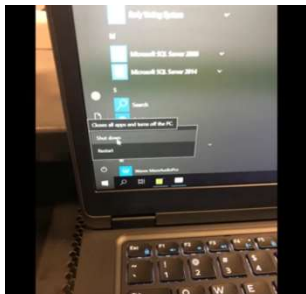


Place all four parts in the labeled MoFi clear bubble bag.

Shut Down Ballot on Demand Systems/Printers

Follow the order below to shut down the Ballot on Demand Systems.

To shut down affidavit printers: Press and hold the power button for a few seconds until the light goes off.



To shut down monitors:

1. Click on the Windows menu button in the lower left corner of the screen
2. Click on Power
3. Click on Shut Down

Remove ballot paper and envelopes from the printers and return them to their boxes.

To shut down the Oki: Flip the rocker switch below the duplexer.



To shut down the Lexmark:

Press and hold the power button for a few seconds until the printer turns off.

To shut down the Mini BOD: Press and hold the power button to the right of the ballot drawer for a few seconds until the light goes off.

Unplug the printers.



Pack the Mini BOD laptop bag: The laptop bag will have a tag with a number, which must match the number on the printer. The other side of the tag and a card inside the bag will have pictures of items to be packed inside. See **page 52** for information about the ballot paper drawer extender.

Pack the Yellow/Green Bags

Wrap up the network cables and SiteBook power cords.



Neatly place these items in the yellow/green bags:

- ☐ SiteBook scanners with gray scanner cords
- ☐ SiteBook Power Cords
- ☐ Clear MoFi Bag with MoFi inside
- ☐ Yellow & Blue Network Cables
- ☐ Switches with Power Cords
- ☐ Power Strips (labeled as Maricopa County property)
- ☐ Extension Cords (black/red & yellow)
- ☐ Combo cable locks
- ☐ Folded black tablecloths (if any)



Break Down the Voting Booths

Remove the privacy screens from all booths and fold in a Z pattern.

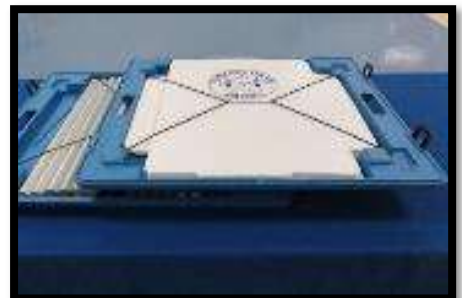
Turn the booths upside down and remove the legs from all booths. The booths are packed in sets of two at a time (so two booths will become one “case.”) Take two booths, their legs, and their privacy screens and pack them as one unit.



Separate the sections of the two sets of legs, fold them, and place them in one of the booth tops, securing them with the bungee cord from the booth top. (Eight legs total)



Place the two privacy screens in the other booth top and secure with the bungee cord.



Place the booth top with the Privacy Screens on top of the booth top with legs. Secure all four attached locks.



Repeat this process until all booths are packed away.

APPENDICES

Supply List

- ☐ 75-foot limit signs (3)
- ☐ 8 1/2 x11 copy paper
- ☐ Curbside Voting sign
- ☐ Envelope moistener
- ☐ Have your ID ready/ballot drop off sign
- ☐ Pick Up Your Ballot Here sign holder
- ☐ Vote Here/Safety Protocol sandwich board
- ☐ Wait Here for Next Terminal sign
- ☐ Extension cords
- ☐ Accessible Voting Booth leg extenders (2)
- ☐ OKI B432 Envelope Printer Toner
- ☐ Power strip (6 ft. green/white)
- ☐ Name tag label sheets
- ☐ Lanyards with name tag holder
- ☐ Masking tape
- ☐ Ballpoint pens
- ☐ Scratch pad
- ☐ Sharpies (Ballot Marking Pens)
- ☐ "I Voted" Stickers
- ☐ Stylus pens for SiteBooks
- ☐ Stylus pen for tabulator
- ☐ Flag stand
- ☐ Tabulator tape rolls
- ☐ Identification at the Polls sign (11"x17")
- ☐ Add/Remove from PEVL forms (purple)
- ☐ Flag
- ☐ Voter Registration forms (in envelope)
- ☐ Bilingual Manual
- ☐ Challenge Procedures Special Instructions
- ☐ Clear Bubble Pack/Pink Bag/Card Holders
- ☐ Clear Official (plastic bag)
- ☐ Completed Forms Envelope (manila)
- ☐ Conditional Provisional Sites Lists (pink)
- ☐ Curbside Voter Affidavit forms
- ☐ Emergency Plan Packet (manila)
- ☐ Envelope Drop Box sign (laminated)
- ☐ Federal & State Prohibited Acts signs
- ☐ Accessible voter entry arrow signs (2)
- ☐ Identification at the Polls information cards
- ☐ Instructions/Right to Vote signs (11"x17")
- ☐ Legal size secrecy folders (manila)
- ☐ Misread Ballots Envelope (large white)
- ☐ No Smoking/Cell Phone signs (11"x17")
- ☐ Official Ballot Box seals (2 sheets)
- ☐ Official Election seals for closing (2 sheets)
- ☐ Pick Up Your Ballot Here sign (laminated)
- ☐ Poll Worker Interest Forms
- ☐ Goldenrod Polling Place Event/Information Reports
- ☐ Proof of Citizenship Instruction Sheets
- ☐ Proof of Identification forms
- ☐ Demo sample ballot
- ☐ Sheet magnifier
- ☐ State of Arizona Identification at the Polls
- ☐ Red VOTE arrow signs (5) (11"x17")
- ☐ Voter Assistance Survey cards (pink)
- ☐ Voting instructions for each booth
- ☐ Write-in Poster (22"x17")
- ☐ Zip Seals for closing (10)

Supply List, continued

Trash Can

- | | |
|--|--|
| <input type="checkbox"/> Bucket for used ballot marking pens | <input type="checkbox"/> Face masks |
| <input type="checkbox"/> Disinfectant spray | <input type="checkbox"/> Paper towels |
| <input type="checkbox"/> Face shields | <input type="checkbox"/> Hand soap (retail site only) |
| <input type="checkbox"/> Garbage bags | <input type="checkbox"/> Toilet paper (retail site only) |
| <input type="checkbox"/> Gloves | <input type="checkbox"/> Broom (retail site only) |
| <input type="checkbox"/> Hand sanitizer | <input type="checkbox"/> Mop/Bucket (retail site only) |

Yellow/Green Bags Inventory (per bag)



3-Scanners with gray scanner cords



3-Sitebook Power Supply Cords



1-Mofi + Power Supply Cord
(bubble bag)



1-8 Port Switch



1-Oki P/S cable



3-10 ft. Network Cables



2-25ft Network Cables



2-Power Strips



2-3 to 1 ext. cord



3-Combo Locks



1-25 ft. Ext. Cord

Poll Worker Duty Cards

Inspector Job Duty Card

Set Up Day

- ☐ Notify your team in advance regarding Set Up Day and Time
- ☐ Follow Set Up Procedures/Checklist (Section 4, **pages 39-42**)

Opening Day / Daily Operation

- ☐ Account for all Poll Workers.
- ☐ Follow Opening Checklist (Section 5, **page 67**)
- ☐ Check identification of every voter when prompted on the SiteBook Screen
- ☐ Assist voters to use the Accessible Voting Device
- ☐ Assign the Marshal and a Poll Worker of a different political affiliation to assist curbside voters
- ☐ Provide support for all team members with their assigned duties
- ☐ Manage all Poll Worker breaks and lunches. A minimum of 2 poll workers must be present at all times. One of these workers must be the Inspector or Judge.
- ☐ Make sure that the voting location is running smoothly. If there are any issues call your Troubleshooter immediately.

Nightly Closing

- ☐ Follow Nightly Closing Procedures/Checklist (Section 9, **pages 113-114**)

Night Before Election Day

- ☐ Ensure the Tabulators are set up (**page 64**)

Election Day (Tuesday, November 3)

- ☐ Follow Election Day Checklist/Procedures (Section 10, **page 115-121**)

Election Night Only (Tuesday, November 3)

- ☐ Follow Election Night Only Procedures (Section 11, **pages 122-141**)
- ☐ Ensure Delivery Drop Off Checklist is completed and all required items are delivered to the Receiving Site (**page 124**)

Judge Job Duty Card

Set Up Day

- ☐ Follow Set Up Procedures/Checklist (Section 4, **pages 39-42**)

Opening Day / Daily Operation

- ☐ Follow Opening Checklist (Section 5, **page 67**)
- ☐ Check identification of every voter when prompted on the SiteBook Screen
- ☐ Assist voters in using the Accessible Voting Device if designated by the Inspector
- ☐ Provide support for all team members with their assigned duties
- ☐ Assist in the management of all Poll Worker breaks and lunch. A minimum of 2 Poll Workers must be present at all times. One of these workers must be the Inspector or Judge.

Nightly Closing

- ☐ Follow Nightly Closing Procedures/Checklist (Section 9, **pages 113-114**)

Night Before Election Day

- ☐ Ensure the Tabulators is set up (**page 64**)

Election Day (Tuesday, November 3)

- ☐ Follow Election Day Checklist/Procedures (Section 10, **pages 115-121**)
- ☐ Monitor the Envelope Drop Box

Election Night Only (Tuesday, November 3)

- ☐ Follow Election Night Only Procedures (Section 11, **pages 122-141**)

Voter Registration Clerk Job Duty Card

Set Up Day

- ☐ Follow Set Up Procedures/Checklist (Section 4, **pages 39-42**)

Opening Day / Daily Operation

- ☐ Follow Opening Checklist (Section 5, **page 67**)
- ☐ Update Voter Registration in the SiteBook (**pages 92-100**)
- ☐ Assist Judge and Inspector with voter ID verification if needed
- ☐ Provide Voter Registration information to voters
- ☐ Assist with other tasks as directed

Nightly Closing

- ☐ Follow Nightly Closing Checklist (Section 9, **page 114**)

Election Day (Tuesday, November 3)

- ☐ Follow Election Day Procedures (Section 10, **pages 115-121**)

Election Night Only (Tuesday, November 3)

- ☐ Ensure all completed Voter Registration forms are placed in the Completed Forms Envelope along with all other completed forms
- ☐ Follow the Voter Registration Clerk Closing Checklist (**page 126**)
- ☐ Assist with other tasks as directed (Section 11, **pages 122-141**)

Marshal Job Duty Card

Set Up Day

- ☐ Follow Set Up Procedures/Checklist (Section 4, **pages 39-42**)

Opening Day / Daily Operation

- ☐ Follow Opening Checklist (Section 5, **page 67**)
- ☐ Post all signage
- ☐ Announce “The Polls Are Now Open” at opening time
- ☐ Assist Curbside voters (**page 110**)
- ☐ Monitor and report voter wait time (**page 74**)

Nightly Closing

- ☐ Follow Nightly Closing Checklist (Section 9, **page 114**)
- ☐ Announce at closing time that the polls are now closed

Election Day (Tuesday, November 3)

- ☐ Follow Election Day Procedures (Section 10, **pages 115-121**)
- ☐ Announce “The Polls Are Now Open” at opening time
- ☐ Monitor the Tabulators (**pages 120-121**)

Election Night Only (Tuesday, November 3)

- ☐ Follow Marshal Closing Checklist (**page 125**)
- ☐ Announce at 1 hour before closing, “the polls will close in 1 hour”, again at 30 min before closing, again at 15 min before closing, again at 5 min before closing, and again at 1 minute before closing.
- ☐ At exactly 7:00 pm, announce that the polls are now closed and stand at end of line
- ☐ Assist with other tasks as directed (Section 11, **pages 122-141**)

Clerk Job Duty Card

Set Up Day

- ☐ Follow Set Up Procedures/Checklist (Section 4, **pages 39-42**)

Opening Day / Daily Operation

- ☐ Follow Opening Checklist (Section 5, **page 67**)
- ☐ Retrieve documents that print after a voter checks in
- ☐ Verify that the ballot codes on the ballot, the affidavit envelope or control slip, and the provisional receipt (if necessary) match (**page 102**)
- ☐ Fold any ballots that will go into envelopes (**pages 103-104**)
- ☐ Pass the ballot and documents to the correct voter
- ☐ Ask the voter to sign and date the envelope before leaving the Ballot Pick Up Area
- ☐ Maintain paper and envelope supply in the printers (**pages 50-55**)
- ☐ Disinfect equipment and frequently touched surfaces (**pages 26-27**)
- ☐ Monitor and report voter wait time (**page 74**)

Nightly Closing

- ☐ Follow Nightly Closing Checklist (Section 9, **page 114**)

Election Day (Tuesday, November 3)

- ☐ Follow Election Day Procedures (Section 10, **pages 115-121**)
- ☐ Walk the line throughout the day to direct voters with early ballots out of line to the Envelope Drop Box and direct voters who have difficulty standing to the front of the line
- ☐ Monitor and report voter wait time (**page 74**)

Election Night Only (Tuesday, November 3)

- ☐ Follow the Clerk Closing Checklist (**page 126**)
- ☐ Assist with other tasks as directed (Section 11, **pages 122-141**)

Precinct Ballot Report Sample

«ELECTION_DATE»
«ELECTION_NAME»

Precinct Ballot Report TS

POLL/CPC INFO: «PRECINCT_NAME» / «PRECINCTCPC»

Upon completion, place this report in the "RED Transport Box"

MONDAY BEFORE ELECTION DAY Verify the counter on each Tabulator is set at ZERO

OPENING POLLS Check each box below to indicate that you have verified the Seal #.

TABULATOR 1

- ☐ Poll worker DOOR Seal #
 - ☐ Administrator DOOR Seal #
 - ☐ Thermal Paper DOOR Seal #
 - ☐ Tabulator Asset Tag #
- (If the Tabulator Tag# does not match, call the HOTLINE)

TABULATOR 2

- ☐ Poll worker DOOR Seal #
 - ☐ Administrator DOOR Seal #
 - ☐ Thermal Paper DOOR Seal #
 - ☐ Tabulator Asset Tag #
- (If the Tabulator Tag# does not match, call the HOTLINE)

ACCESSIBLE DEVICE

- ☐ Beginning Lifetime Counter# _____
- ☐ Upper DOOR Seal#
- ☐ Screen Transport Bag Seal#
- ☐ Beginning Total Ballots Printed# _____
- ☐ Lower DOOR Seal#
- ☐ Printer Transport Bag Seal#
- ☐ Number of Ballots Received _____ *(DO NOT OPEN PACKAGES UNTIL NEEDED)*

CLOSING POLLS

Enter the information below at the CLOSING of the polls.

TABULATOR 1

- ☐ Ballot Count on Tabulator SCREEN: _____
- ☐ Remove **MEMORY CARD**
- ☐ Place **MEMORY CARD** into bubble pack

TABULATOR 2

- ☐ Ballot Count on Tabulator SCREEN: _____
- ☐ Remove **MEMORY CARD**
- ☐ Place **MEMORY CARD** into bubble pack

ACCESSIBLE DEVICE

- ☐ Ending Lifetime Counter# _____
- ☐ Ending Total Ballots Printed# _____

BALLOT COUNTS

- ☐ Number of Misread Ballots: (from Door#3 of Blue Tub) _____
- ☐ Number of Spoiled Ballots: (in the Clear Official) _____
- ☐ Number of UNUSED Ballots: _____

SECURITY SEALS

Black Bag Seal # (seal placed on bag at closing) _____
Red Box Seal #'s 1) _____ 2) _____
Blue Box Seal #'s 1) _____ 2) _____ 3) _____ 4) _____

We, the members of the election board, certify the truth and correctness of this Precinct Ballot Report as shown above.
Each voter whose signature appears on the Check-In Terminal was provided a ballot to vote in this election.

Inspector _____
Judge _____
Judge _____

SEALS

CLOSING THE POLLS

TABULATOR 1 MEMORY CARD DOOR SEAL

Place the Polls Open/Close sticker seal that was removed
AFTER the polls have closed here.

TABULATOR 2 MEMORY CARD DOOR SEAL

Place the Polls Open/Close sticker seal that was removed
AFTER the polls have closed here.

TABULATOR 1 PAPER ROLL DOOR SEAL

Place the paper roll sticker seal here,
if replaced for any reason.

TABULATOR 2 PAPER ROLL DOOR SEAL

Place the paper roll sticker seal here,
if replaced for any reason.

REPLACED EQUIPMENT SEAL (only when needed)

If you have to replace equipment and seal removal
is necessary, please place the removed seal here.

The troubleshooter replaced this seal with a red seal.

If you have to replace equipment and seal removal
is necessary, please place the removed seal here.

The troubleshooter replaced this seal with a red seal.

FAQs

When do I get paid?

- Paychecks will be distributed by mail approximately 3 weeks after Election Day.
- For other questions about your pay, contact your recruiter.

Do I get paid for Training?

- Yes, you will be paid for 4 hours for attending training.

Do I have to attend set up for my voting location?

- Plan on attending set up. If something changes, your Inspector will let you know.

Do I have to be at my voting location all day?

- If you are scheduled to work, you should plan to be there all day.
- Bring everything you need for the day.

How do I find out about the location where I will be working?

- Ask your Inspector as they may be familiar with the location.
- Otherwise, when you are there for set up or on your first day, you can find out more about the location where you will be working.

Do I have to wear the face mask, face shield and gloves all day?

- When voters are present, Poll Workers are expected to wear all protective equipment provided to keep themselves and voters safe at the voting location.
- Face masks are to be worn at all times unless eating, drinking, or taking a short break away from voters.
- Please let your Inspector know when you need to take a break.

What do I do if I'm missing a Poll Worker?

- If a Poll Worker has not arrived within 15 minutes of their scheduled time, the Inspector must call the Hotline at 602-506-2010.

What is the combination for cable locks on the SiteBooks?

- The Troubleshooter and Inspector will receive a codes sheet containing all the codes needed for your voting location. If something is missing, they can contact the Hotline at 602-506-2010.

Who is my contact?

- Refer to Poll Worker Contacts on **page 3**. Otherwise, ask your Troubleshooter.

How do I perform test prints?

- On the SiteBooks, see **page 68**.
- On the Accessible Voting Device, see **page 61**.

How do I obtain more supplies?

- Let the Inspector know if any supplies are getting low.
- The Inspector will complete a Physical Inventory with the Ballot Courier daily. If supplies are needed they should be delivered the following day.
- If there is an urgent need for supplies, contact your Troubleshooter.

What if a voter comes in with their early ballot and no envelope?

- Spoil the ballot, have the voter check-in at the SiteBook, and reissue voter materials.

What if I can't find the voter in the SiteBook?

- See Manual Search/Complex Search process on **page 83**.
- See the Provisional Ballot Process on **page 84**.

Will there be preprinted ballots on Election Day?

- Locations with BODs will print ballots through the end of Election Day.
- Locations without BODs will have preprinted ballots on Election Day.

When do I open and close the polls on the Accessible Voting Device?

- Polls should be opened immediately prior to opening on the first day.
- Close polls after all voters have left the voting location after 7pm on Election Day.

Do we need to break down the site at the end of the night?

- All Poll Workers will be expected to stay after 7pm on Election Night to assist in disassembling and packing the equipment (see Election Night Closing Procedures).

What items go to the Receiving Site at the end of Election Day?

- Clear Bubble Pack (with **memory cards**, totals tapes, wristlet), Black Ballot Bag, and Red and Blue Transport Boxes. See Delivery Drop Off Checklist on **page 124**.

Who transports items to the Receiving Site at the end of Election Day?

- A Deputy Registrar or two Poll Workers with different party affiliations (Democrat, Libertarian, No Party/Independent, Republican) may transport the items.

Wait Time Reduction Plan



MARICOPA COUNTY
Elections Department



Wait-Time Reduction Plan

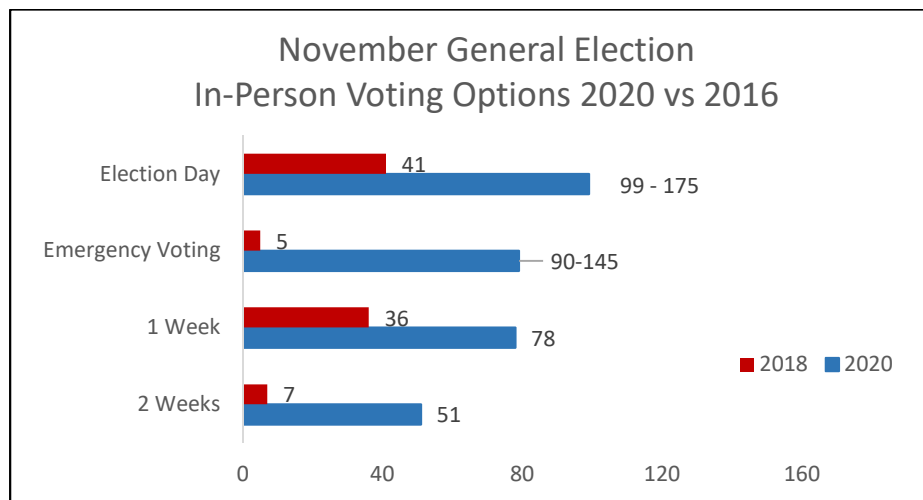
Due to challenges presented by COVID-19, the Department is changing from a precinct model to a “vote anywhere” Vote Center model. One of the primary drivers for this decision is that many of the voting locations that Maricopa County has used in prior elections will not be viable voting options when considering safety protocols (e.g., large enough for physical distancing) needed to keep locations as safe as possible during the COVID-19 pandemic. Additionally, many of our traditional locations have declined to serve as a voting location, not responded to our requests, serve high-risk populations, or are not large enough to implement physical distancing safety protocols. Despite these challenges and the changes we’re making to the model, the Elections Department remains committed to limiting wait-times to be under 30 minutes on average for our voters. However, wait-times at some sites during peak voting times (e.g., 6am – 9am and 4pm – 7pm on Election Day) could exceed 30 minutes. If wait-times exceed 30 minutes at a location, voters will have the option to visit a nearby or other convenient voting location that has a shorter wait-time. We will deploy strategies to reduce the line at locations that are experiencing longer than 30-minute wait-times.

Our first step in planning to reduce wait-times was to use historical information to forecast turnout. However, voter turnout is only one factor that can cause long lines on Election Day. Other contributing factors include training, contingency plans, time of day voting patterns, check-in speeds, length of the ballot, and access to early voting options. The Election Day, Emergency Voting, and Early Voting plans outline our considerations for forecasting turnout and managing these factors to reduce wait-times and lines at voting locations. Using both the turnout forecast and lessons learned we are developing plans to reduce wait-times. Below are some factors and potential bottlenecks that may cause wait-times during the November 2020 General Election and strategies Maricopa County is implementing to mitigate them.

Expanded Access

To help reduce wait times, we have designed a model to provide voters with expanded in-person voting options. The vote center model will offer voters 165 – 175 voting options on Election Day. In 2016, voters were assigned to a specific precinct and offered one voting

option on Election Day. In addition to an expansion of Election Day options, we are also offering more early and emergency voting locations. As shown in the chart below, voters will have significantly more in-person voting options starting as early as two weeks before the election.



Check-in Process

The Elections Department will deploy the use of SiteBooks to check-in voters at all voting locations. The SiteBook is a voter check-in system, with similar functionality to an electronic poll book referenced in state statute. They were first introduced in the November 2017 jurisdictional elections. Prior to 2016, Poll Workers used manual check-in rosters, which slowed down check-in times. The SiteBook provides faster check-in speeds because it allows for more than two voters to check-in simultaneously at a polling location and connects directly with the Recorder's voter registration system, providing an enhanced and streamlined voter experience. Check-in speeds from recent elections (e.g., 2018 General Election and March 2020 Presidential Preference Election) average between 90-120 seconds per voter. The SiteBook check-in terminals guide voters through a series of screens. Voters answer questions, in their choice of English or Spanish, to establish identity, eligibility, and the correct ballot. With a barcode scan of an ID or by entering the voter's name, voters check-in and prove their identity with a Poll Worker. For the ID requirement, a voter can provide one of the acceptable forms of photo identification, two forms on non-photo identification, or a permissible combination of one photo and one non-photo identifications.

Vote Centers and Check-in Stations

The County will open between 165 and 175 vote anywhere Vote Center locations on Election Day. The Vote Centers are regionally dispersed and many will also be open during the 27 day early voting period preceding Election Day. We plan to open them in the following five phases:

Phase 1: 6 Vote Centers (28-day sites) open from 10/7/2020 through 11/3/2020

Phase 2: 44 additional Vote Centers (13-day sites) open from 10/22/2020 through 11/3/2020

Phase 3: 40 additional Vote Centers (7-day sites) open from 10/28/2020 through 11/3/2020

Phase 4: 60 - 70 additional Vote Centers (2-day sites) open on 11/2/2020 and 11/3/2020

Phase 5: 10 – 20 additional Vote Centers (Election Day Only Sites) open on 11/3/2020

For the 2020 November General Election, we plan to increase the number of check-in stations per location by 3-times (on average) the amount used during the 2018 November General Election. In 2018, we provided each voting location with three SiteBook check-in stations. We will equip each voting location with 9-15 SiteBooks totaling more than 1,700 check-in stations across the county. In 2016, we had two check-in stations per location.

Time Needed to Vote a Ballot

The length of the ballot or a limited number of voting booths can create wait-times at a voting location. We have evaluated the time it takes to vote a ballot and established sufficient capacity in our voting locations to reduce bottlenecks. For the November General Election, we have over 3,000 different ballot styles to accommodate different voting precincts, splits, and jurisdictions. The majority of ballots will have between 65 - 75 contests.

On average, we estimate that it will take voters between 10 - 13 minutes to vote the November 2020 General Election ballot. Based on this time estimate and the amount of time we have calculated it takes to check-in, we can determine how many voting booths we need to eliminate bottle necks in our polling locations. We've established the following guidelines for implementing physical distancing while also providing sufficient check-in stations and voting booths to accommodate voters and minimize wait-times.

- *1,800 square footage – 2,499 square footage: 9 SiteBooks / 25 Voting Booths*
- *2,500 – 3,500 square feet: 12 SiteBooks / 30 Voting Booths*
- *Over 3,500 square feet: 15 SiteBooks / 35 Voting Booths*

Provisional Ballots

The Elections Department will work to reduce the number of voters required to vote a provisional ballot in two ways:

1. We will hire a voter registration clerk for each polling location to assist voters with address and name changes on the SiteBooks. These are common situations that cause provisional ballots.
2. We will provide 165 - 175 Vote Centers equipped with ballot-on-demand technology and SiteBook check-in stations to serve as vote anywhere locations. Vote Centers will be geographically dispersed throughout the county and will provide voters the option to vote at a location that is most convenient for them, which may be near their work, gym, favorite restaurant or while running errands.

Poll Worker Training

As described in the *Training Plan* (Section 5, page 29), the Elections Department will require all Poll Workers to attend training. We understand temporary Poll Workers live throughout the county and have other responsibilities, so we plan to offer online training and several locations in-person training options where inspectors, judges, and voter registration clerks (those responsible for check-in voters) can practice using our SiteBook check-in equipment. The in-person training sessions, some of them across the county, will ensure our Poll Workers are prepared. In addition, we will customize our training for the distinct duties of each Poll Worker and create training manuals that cover the nuances and equipment procedures of every election. We will post the manual on the Elections Department's website by September 2020.

Poll Worker Staffing Contingencies

We are hiring an additional 4 – 6 Poll Workers per site for a total of 10 -12 Poll Workers. These additional Poll Workers will allow for coverage during the two week early voting period and if we encounter absenteeism due to COVID-19. The election department could experience 30%-40% absenteeism from Poll Workers and still be able to provide in-person voting options.

Equipment Support

Poll Workers, Trouble Shooters and Technical Trouble Shooters are trained on solutions to correct problems in the voting location. We have developed specific SiteBook procedures for checking in voters through an off-line mode if the virtual private network connection is lost. If a SiteBook terminal becomes inoperable, Technical Trouble Shooters will be quickly dispatched with a replacement.

Additionally, Trouble Shooters will have access to 5 regionally located supply depots to obtain a back-up precinct tabulation machine, replacement printer cartridges, and other commonly used supplies in the event a location's equipment needs repair.

Vote Centers are equipped with 2 – 3 high-speed ballot-on-demand printers, creating a much-needed redundancy to prevent lines in the event one printer needs service or repair.

Wait-Time Remediation

For the November General Election, we are implementing a systematic process to monitor wait-time and respond accordingly. We have programmed our Site Books to calculate wait-times based on the amount of voters in line. The application is designed to calculate wait-time using a formula based on check-in speeds and inputs of how many people are in line. We are training our Poll Workers to count voters in line and report this information on the SiteBook every 15 minutes. The information flows to a workflow logging and dispatch system monitored by the Elections Department's Command Center and Troubleshooter hotline. This information is immediately updated on the Elections Department's information command center. Through this system, the Elections Department will have access to real time information about voter wait-times.

If wait-times exceed 30 minutes, Inspectors or Trouble Shooters will work with Department staff to assess the cause of the issue or bottle neck. Depending on that assessment, additional resources can be deployed to provide technical assistance. In addition to this new technology, we are also hiring an extra Poll Worker for all voting locations on Election Day to assist with monitoring lines and reporting wait times.

The Election Department has also updated the Locations.Maricopa.Vote webpage to report wait-times. Voters can sort locations by shortest to longest wait-times. We have hired additional Poll Workers to report wait-times. During the August 2020 Primary, we had an over 83% compliance rate with Poll Workers reporting wait-times every 15 minutes. If a wait-time does exceed 30 minutes at a specific location, we use the Election Department's Social Media Accounts to inform voters of their options. We will also deploy a team to assist with informing voters standing in line of their voting options.

Index

75-Foot Limit, 36, 72

accessible voting booth, 32, 40, 63

Accessible Voting Device, 16, 27, 31, 34, 40, 41, 42, 48, 56, 57, 58, 59, 60, 61, 62, 67, 69, 73, 88, 89, 93, 105, 106, 112, 113, 119, 123, 124, 133, 134, 135, 144, 145

Activating a Ballot, 105

Activation Form, 105

Address and Name Changes, 11

address change, 93, 96

affidavit envelope, 10, 30, 81, 87, 89, 102, 105, 107, 108, 148

Affidavit Envelope, 16, 106, 110, 111, 119

affidavit envelopes, 101, 103, 107

Affidavit Envelopes, 16, 107, 108, 119

affidavit printer, 16, 30, 53, 68, 81, 87, 101, 107, 109

Affidavit Printer, 42, 54, 55

Americans with Disabilities Act, 9

Assistance Required, 121

ATI Controller, 58, 59, 61, 105, 134

audio assistance, 105

back button, 48, 60, 90

badge, 20, 41, 42, 68, 70, 74, 79, 83, 88, 90, 93

Badges, 18

ballot box, 24, 35, 64, 132

ballot code, 102

BALLOT CODE, 105

Ballot Counter, 66, 116, 118, 128

Ballot Courier, 17, 32

Ballot Instructions, 38

Ballot Misread, 121

Ballot on Demand Printer, 16, 29, 30, 34, 39, 49

ballot paper, 16, 30, 50, 51, 52, 53, 139

Ballot Pick Up, 38, 40, 101, 148

ballot styles, 25

Ballots, 5, 25, 33, 34, 119, 120, 124

beaded seal, 130

BeBallotReady.Vote, 5, 13

black bag, 32, 130

Black Ballot Bag, 32, 128, 152

Black Canvas Bag, 123

blue extender, 52

BLUE transport box, 124, 126

blue transport boxes, 32

BOD, 16, 30, 41, 50, 68, 81, 87, 101, 102, 108

BOD Code, 108

BOD codes, 16

BODs, 30, 34, 41, 49, 101

Bubble Pack, 33, 118, 123, 124, 128, 131, 142

Cameras, 15

candidate, 19, 106

candidates, 5, 7, 11, 21, 22, 25, 72

card cases, 132

Cell Phones, 15

chain of custody, 17

Change the Paper Roll, 129

Check-In Procedures, 82, 83

Check-in Process, 154

check-in stations, 8

Check-in Stations, 155

checklist, 9, 42, 124

Checklist, 41, 42, 67, 114, 115, 123, 124, 125, 126, 144, 145, 146, 147, 148

Cleaning, 26

Clear Official, 33, 35, 48, 62, 69, 112, 124, 126, 142

Clerk, 16, 40, 67, 74, 81, 87, 102, 103, 126, 148

Clerks, 16, 101, 119, 123

Clock in, 67

Clock out, 123, 136

clocking in and out, 29, 90

Close Poll, 128, 133

closed, 18, 55, 125, 128, 134, 135, 138, 147

closing, 16, 32, 33, 113, 123, 125, 136, 142, 147

Clothing, 14

Completed Forms Envelope, 13, 33, 34, 109, 110, 124, 126, 142, 146

Complex Search, 83

conditional, 77, 84

Conditional, 109, 142

connectivity icon, 90

control slip, 10, 81, 89, 102, 119, 148

control slips, 52, 55, 101

Control Slips, 119, 124

COVID-19, 8

crooked ballots, 50, 51

Curbside, 34, 36, 72, 110, 142, 147

Current Election, 7, 8

Customer Service, 21

Deputy Registrar, 123, 124, 152

Dress Code, 14

early ballots, 16, 148

early voting, 9, 17

Early Voting System application, 49
 Election Day, 7, 8, 16, 19, 28, 30, 31, 32, 33, 40, 41, 42, 64, 81, 89, 91, 102, 106, 109, 110, 111, 115, 119, 144, 145, 146, 147, 148
 Electioneering, 15
Emergencies, 28
emergency, 7, 18, 26, 32, 111, 113, 119
Emergency Voting, 111
 Envelope Drop Box, 16, 17, 32, 33, 40, 41, 42, 71, 106, 108, 110, 119, 126, 142, 145, 148
 Envelope Printing System application, 49
Equipment Support, 156
 error code, 53
 Extension Cords, 140
 Exterior signage, 36
Federal-Only Voters, 12
Firearms, 15
 fold the ballot, 16, 103
Food and Drink, 14
 forms, 10, 12, 13, 24, 33, 34, 41, 42, 67, 71, 76, 126, 142, 146
General Election, 7, 11
 Headset, 58, 134
Help America Vote Act, 9
Hotline, 3, 17, 18, 19, 25, 26, 28, 35, 41, 42, 47, 64, 91, 110, 125, 131, 151
Hours, 14
 ID, 11, 16, 36, 71, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 89, 90, 92, 93, 98, 100, 107, 108, 110, 125, 146
 identification, 11, 12, 16, 71, 76, 77, 109, 111, 144, 145
injury, 18, 28
 Inspector, 14, 16, 17, 18, 19, 27, 28, 31, 33, 49, 60, 68, 70, 73, 79, 90, 91, 105, 110, 112, 113, 119, 123, 124, 126, 127, 132, 133, 137, 144, 145, 146, 151, 152
 Inspectors, 4
 Interior Signage, 37, 38, 41, 42, 67
 Invalid Ballot, 121
Judge, 16, 79, 90, 123, 144, 145, 146
 Judges, 16, 91
 key, 18, 31, 132
keys, 18, 33, 124, 126
 language assistance, 9, 25
Laws, 9, 10
 layout, 39, 40, 41
 leg extenders, 32, 63, 142
Lexmark, 30, 51, 139
Lifetime Counter, 133
 line, 8, 16, 18, 40, 50, 71, 74, 91, 103, 110, 112, 125, 148
Lines, 18

load, 41, 42, 55, 101
 Load, 50, 51, 52, 53, 55
Location, 5, 34
 lock, 42, 46, 48, 131, 137
 locks, 41, 42, 138, 140, 141
login, 41, 49, 60
Manual Search, 82, 90, 110
Maricopa.Vote, 5
Marshal, 16, 110, 120, 123, 125, 144, 147
 Marshals, 119
 media, 15, 72
 memory cards, 64, 120
Mini BOD, 30, 52, 53, 55, 139
Misread Ballots Envelope, 33, 121, 124, 142
 MoFi, 29, 41, 42, 43, 44, 54, 90, 137, 138, 140
 monitor, 8, 16, 30, 46, 49
 name change, 95
 name or address change, 92
 Oath of Office, 16
Observers, 19
Ok, 30, 50, 139
 open, 7, 14, 15, 18, 30, 35, 49, 53, 55, 64, 72, 73, 109, 113, 118, 119, 131, 137
 Open Poll, 73, 117
Open Polls, 117
 opening, 16, 34, 41, 67, 115, 147
 overvoted, 9, 112, 120
Pack, 14, 123, 126, 130, 131, 134, 135, 137, 138, 140
 packing checklist, 123
 password, 30, 41, 49, 74, 117, 127
 payroll, 3
Permanent Early Voter List, 13
PEVL, 13, 33, 34, 142
 photograph, 19, 76
 physical distancing, 8, 27, 40
 Physical Inventory, 27, 152
pin, 60
Pin, 73, 133
PINK zip lock bag, 132
political affiliation, 110, 144
political affiliations, 22, 123
 Poll Status, 133
Poll Worker Card, 31, 60, 62, 73, 105, 113, 124, 133
power button, 45, 54, 90, 133, 139
Power outage, 18
 precinct, 11, 107
 Precinct Ballot Report, 128, 131, 133, 149, 150
 printers, 41, 43, 48, 50, 67, 69, 101, 139, 148
 privacy screen, 31, 59, 133, 135
 privacy screens, 141
 procedures, 9, 16, 17, 19, 56, 89, 115, 136
Proof of Citizenship, 12, 142

Proof of Identification form, 109
Proposition 200, 9, 10
 Provisional, 16, 37, 84, 89, 103, 107, 108, 109, 110, 119, 142
 provisional ballot, 9, 12, 77, 81, 84, 87, 91, 102, 107, 108, 109, 112, 119
 provisional ballot receipt, 87, 102
Provisional Ballots, 156
 provisional receipts, 30, 52, 55, 101
 provisionally, 107, 119
 receipt, 81, 87, 107, 108, 148
Recorder.Maricopa.Gov, 5, 13, 107
 Red Transport Box, 89, 106
RED transport box, 123, 124, 126
 Report, 13, 28, 32, 33, 117, 118, 127, 128, 131
 reporters, 15
restarting/shutting down, 90
 restocking, 17
Results Memory Card, 124, 131
 Results report, 128
 resupply, 17
Safety, 8, 26, 27
Sandwich Board Signs, 71
scanner, 45, 47, 68, 79, 83, 90, 140
 Seals, 35, 142
 secrecy folder, 110
 Security Key, 116, 127, 131
 Serial number, 118
 service animals, 24
 Sharpie, 102
 sharpies, 26
 Sharpies, 102, 142
 shoes, 14
shut down, 139
 signage, 16, 23, 24, 25, 125, 147
 signs, 16, 37, 72, 79, 86, 99, 110, 125, 142
 Sip and Puff, 59
 Site Badge, 47, 48, 136
 Site Badges, 124
 Site Location, 47
SiteBook, 10, 11, 12, 16, 25, 29, 30, 38, 41, 42, 44, 45, 46, 47, 48, 50, 67, 68, 76, 77, 78, 79, 80, 82, 84, 88, 90, 91, 92, 93, 100, 105, 107, 110, 112, 125, 137, 138, 140, 144, 145, 146, 152
 SiteBooks, 27, 29, 30, 32, 40, 41, 42, 43, 44, 45, 46, 47, 48, 67, 71, 90, 101, 123, 136, 137, 138, 142, 151
Smoking, 15, 37, 125, 142
 Spanish, 9, 25, 78, 82, 88, 93, 106
 spoil, 9, 112, 120
 Spoil, 69, 152
SPOIL, 48
 spoiled, 29, 33, 107, 112

Spoiling, 112
Staffing, 8, 156
 standard ballot, 77, 81, 92, 107, 110, 119
 standard ballots, 31, 64, 89, 102, 106, 107, 119, 120
start over button, 90
Staying at the Voting Location, 14
 stylus, 66
 supplies, 13, 27, 28, 32, 41, 42, 63, 91, 109, 123, 125, 126, 152
 Supplies, 8, 34, 133
Supply List, 32, 33, 34, 41, 42, 142
 switch, 29, 65, 139
Switch, 29, 44
 Switches, 41, 140
 tabulator, 33, 53, 64, 65, 66, 81, 89, 102, 106, 110, 116, 118, 120, 121, 124, 127, 128, 129, 131, 142
tabulators, 8, 31, 33, 35, 64, 115, 118, 119, 120, 121, 124, 127
 tamper evident sticker seal, 131
 Test, 47, 48, 60, 61, 62, 68, 69
 Test Ballot, 48, 68
 test prints, 33, 41, 42, 48, 49, 67, 68, 69, 152
 Time Clock, 70, 136
Time Needed to Vote a Ballot, 155
Timelines, 7
Total ballots printed, 62, 133
 Total Scanned, 118
 Total Voters, 118
 Totals Tape #1, 33, 124, 131
 Totals Tape #2, 124
 training, 5, 151
Training, 3, 6
 transport boxes, 123, 126
Troubleshooter, 3, 4, 14, 17, 18, 27, 28, 66, 123, 124, 144, 151
T-TECH, 17
 Unplug, 90, 133, 134, 135, 137, 139
 vote anywhere, 8
Vote Centers, 8, 30, 41, 119, 155
Voter Registration, 11, 34, 76, 78, 79, 92, 93, 94, 95, 96, 97, 98, 99, 100, 142, 146
Voter Registration Clerk, 16, 78, 79, 92, 93, 98, 126, 146
 voter registration deadline, 7, 11
 voting booths, 8, 9, 26, 125
Voting Booths, 15, 32, 40, 42, 63, 141
 Voting Location, 15, 16, 39, 67, 115
 voting materials, 25, 29, 101
Voting Rights Act, 9, 25
 Wait Time Reporting, 67
Wait-Time, 153, 157
 wristlet, 33, 124, 132, 152

write-in, 7, 64, 106
yellow/green bags, 123
Yellow/Green Bags, 44, 140, 143

zero report, 117, 118, 128
zip seals, 126

